



REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ _____ Agency: _____

QUOTATION NO. 1103

Name of Business : _____

DATE: **September 14, 2023**

Address: _____

P.R. NO. **2023-06-732,736,742,757,772, 787,789,**
814,826,872,875 ; 2023-08-1051,1093

Email address: _____ Telephone No. _____

ABC: Php. **138,338.10**

FUND SOURCE: **GAA**

The Benguet State University through its Bids and Awards Committee will undertake **SHOPPING** for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within **20** calendar days.
- Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non- expendable supplies from date of acceptance by the University.
- Price validity shall be for a period of **30** calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before **5:00pm of September 20, 2023**. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
- The item/s shall be procured by: _____ a) line item; b) lot; _____ c) sub-lot
- Business Permit Number : _____, date of issue: _____, place of issue: _____, (If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____

[Signature]
REYNANTE B. BASCO
 Chairperson, BAC (Goods & Services)
 9-14-23

College/Dept./Office: **GAD, CHK, CBOO, OES, ISRD, CAH-Ads, LEGAL, OVPRE, CAH, HERRC, IRO, GOA**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1 (ONE) Lot Supply & Delivery of Common Office Supplies						138,338.10		
1	60	pack	BATTERY, dry cell, size AA, 1.5 volts, 2pcs/blister pack			3,000.00		
2	50	pack	BATTERY, dry cell, size AAA, 1.5 volts, 2pcs/blister pack			3,000.00		
3	1	pack	CARTOLINA, assorted colors, Size: 572mm x 724mm (-3mm), Thickness: 0.12mm (min), 20pieces of assorted colors per pack			184.18		
4	8	pc	CLEARBOOK, 20 transparent pocket, Size A4, color Black			360.00		
5	44	pc	CLEARBOOK, 20 transparent pocket, Size Long, color Black			2,200.00		
6	16	pc	PENCIL ERASER rubber, rectangular			192.00		
7	191	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			5,730.00		
8	141	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			4,230.00		
9	28	pc	SIGN PEN, Red, liquid/gel ink, 0.5mm needle tip			840.00		
10	10	bottle	INK, for stamp pad, color Black, 50ml (min)			318.00		
11	9	jar	GLUE, all purpose, gross weight: 200 grams min			1,080.00		
12	9	box	STAPLE WIRE, (binder type), 23/13			405.00		
13	53	box	STAPLE WIRE, STANDARD, (26/6), #35			2,120.00		
14	43	roll	TAPE, MASKING, width: 24mm (±1mm), 50meters/roll			2,927.01		
15	37	roll	TAPE, MASKING, width: 48mm (±1mm), 50meters/roll			4,931.36		
16	29	roll	TAPE, PACKAGING, width: 48mm (±1mm), 40meters/roll			870.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
17	45	roll	TAPE, TRANSPARENT, width: 24mm (±1mm), 50meters/roll			1,125.00		
18	25	roll	TAPE, TRANSPARENT, width: 48mm (±1mm), 40meters/roll			1,250.00		
19	35	box	CLIP, BACKFOLD, all metal, clamping , 19mm, 12pcs/box			700.00		
20	51	box	CLIP, BACKFOLD, all metal, clamping , 25mm, 12pcs/box			1,275.00		
21	84	box	CLIP, BACKFOLD, all metal, clamping , 32mm, 12pcs/box			2,940.00		
22	69	box	CLIP, BACKFOLD, all metal, clamping , 50mm, 12pcs/box			5,520.00		
23	84	pc	CORRECTION TAPE, disposable, length: 8m min.			2,100.00		
24	12	pc	DATA FILE BOX, made of chipboard, with closed ends and hole, size Legal, color Black			1,980.00		
25	11	pc	DATA FOLDER, made of chipboard, taglia lock (Arck File) Legal size, Horizontal, color Black			1,815.00		
26	2	box	ENVELOPE, Documentary, color Brown, size A4, 500pcs/box			1,681.70		
27	3	box	ENVELOPE, Documentary, color Brown, size Legal 10"x15", 500pcs/box			3,236.37		
28	11	box	ENVELOPE, Expanding, Kraft with string & eyelet, size Legal, 100pcs/box			8,934.64		
29	37	pc	Envelope, Expanding, Plastic with elastic strap, Size: (LxW)-380mm x 260mm (min), Color: Blue			1,665.00		
30	1	box	ENVELOPE, Mailing, with window 70gsm, size 4 1/8" x 9 1/2", 10xx, color White, 500pcs/box			537.68		
31	4	set	INDEX DIVIDER, bristol board, size Legal, 5 colors per set			140.00		
32	3	pack	FOLDER, L-type, size A4 clear, 50pcs/pack			618.87		
33	1	pack	FOLDER, L-type, size Legal clear, 50pcs/pack			524.86		
34	2	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), color White, 100 pcs/box			2,095.80		
35	3	pack	FOLDER with tab, size A4, color Brown, 100pcs/pack			954.09		
36	7	pack	FOLDER with tab, size Legal, color Brown, 100pcs/pack			2,566.13		
37	3	pc	MAGAZINE FILE BOX, size Large, color Red			686.40		
38	21	set	MARKER, Fluorescent, Barrel: Flat ; Tip: Chisel point, 3 assorted colors per set			846.93		
39	29	pc	MARKER, Permanent, bullet type, color Black			1,160.00		
40	23	pc	MARKER, Permanent, bullet type, color Blue			920.00		
41	6	pc	MARKER, Permanent, bullet type, color Red			240.00		
42	20	pc	MARKER, Whiteboard, bullet type, color Black			1,000.00		
43	20	pc	MARKER, Whiteboard, bullet type, color Blue			1,000.00		
44	8	pc	MARKER, Whiteboard, bullet type, color Red			400.00		
45	49	box	PAPER CLIP, Vinyl/Plastic coated, size 33mm, 100pcs/box			980.00		
46	27	box	PAPER CLIP, Vinyl/Plastic coated, Jumbo, size 50mm, 100pcs/box			810.00		
47	27	box	PENCIL, Lead/Graphite, with eraser, 12 pcs/box			2,469.96		
48	6	pc	PENCIL, SHARPENER, manual, single cutter head, Table mountable type, with metal clamp, One hole guide, 9-10mm in diameter, Body/Casing shall be metal			2,280.00		
49	8	pc	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper			1,600.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
50	6	pc	STAMP PAD, felt, 60mm x 100mm, Black Ink			526.92		
51	30	pair	SCISSORS, symmetrical or asymmetrical, Overall length: 160mm (min), Blade: stainless steel, Handle: rigid plastic/rubber color black			2,700.00		
52	15	pc	STAPLER, standard type, Staple pusher: metal piece not spring, Load cap: 200 staples min			4,800.00		
53	7	pc	STAPLE remover, plier type, Material: Metal			420.00		
54	13	pc	TAPE DISPENSER, table top, Body made: Plastic, Holds rolls up to 24mm wide on 75mm core, Non-skid full rubber base, color Blue			1,690.00		
55	101	pad	NOTE PAD, stick on, 2"x3", color Yellow, 100sheet/pad			4,117.77		
56	61	pad	NOTE PAD, stick on, 3"x4", color Yellow, 100sheet/pad			3,977.81		
57	93	pad	NOTE PAD, stick on, 3"x3", color Yellow, 100sheet/pad			5,319.60		
58	8	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min, color Blue			1,372.80		
59	6	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min, color Blue			1,140.00		
60	10	pc	ERASER, felt, for blackboard/whiteboard, Size: (L x W x T) (min.) ; 125mm x 45mm x 19mm			310.00		
61	7	box	INDEX TAB, self-adhesive, transparent, 5 sets/box			665.00		
62	3	bundle	Ring Binder, Plastic, 1-1/4" (32mm), 80 rings, color Black, 10pcs/bundle			1,506.00		
63	80	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls/pack			11,600.00		
64	10	tube	BLADE, for general purpose cutter/utility knife, Length: 100mm, Width:16mm, Thickness:0.40mm at least , 10pcs/tube			326.00		
65	3	unit	CALCULATOR, Compact, LCD Display Capacity: 12 digits, Width: 100mm-130mm			1,464.30		
66	26	pc	CUTTER/UTILITY KNIFE, for general purpose, with anti-slip grip plastic molded body, built-in blade snapper, steel blade track & safety screw locking; Blade measurement: 100mm, Width:16mm, Thickness:0.40mm at least			1,950.00		
67	140	pc	NOTEBOOK, stenographer, spiral, size: 150mm x 225mm, (min), Cover thickness: 0.44mm, 40 leaves, ruled both sides			4,200.00		
68	7	pc	RULER, plastic, 450mm, Flexible, Transparent, Ruler Scale: millimeters, centimeters, inches ; Width: 38mm (min) ; Thickness: 1.30mm (min)			175.00		
69	11	box	RUBBER BAND No. 18, 350 grams (min), Lay Flat Length: 70mm (min)			1,635.92		

*****Nothing Follows*****

Note: Kindly indicate unit price per item.

Counter offers:

Delivery Period: _____

Warranty: _____

Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and Time of Receipt of RFQ

* Not a ground for disqualification for failure to indicate but required as a condition for award.

Revised: 9/19/2022

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