



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

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

QUOTATION NO. 470

Name of Business : _____

DATE: January 23, 2024

Address: _____

P.R. NO. 2024-2 to 6

Email address: _____ Telephone No. _____

ABC: Php. 690,602.88

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 **30** 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 January 29, 2024**. 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: _____

REYNANTE B. BASCO
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **VARIOUS OFFICES**

| Item No. | Qty | Unit | Item | Technical Specifications (Brand and Model) | | ABC | Unit Cost | Total Cost |
|--|-----|--------|--|--|---------------|-------------------|-----------|------------|
| | | | | COMPLY | COUNTER OFFER | | | |
| A. 1 (One) Lot Supply & Delivery of Office Supplies not Available at PS-DBM | | | | | | 387,305.18 | | |
| 1 | 30 | pc | ARCH FILE, Horizontal, with taglia, Size: Long, Color: Black | | | 4,950.00 | | |
| 2 | 41 | pc | ARCH FILE FOLDER, Size: Legal, Vertical, Color: Black | | | 10,250.00 | | |
| 3 | 47 | box | BALLPEN, 0.3mm Ballpoint, Fine (Black), 12pcs/box | | | 8,460.00 | | |
| 4 | 249 | box | BALLPEN, 0.5mm Ballpoint, Fine (Black), 12pcs/box | | | 44,820.00 | | |
| 5 | 168 | box | BALLPEN, 0.5mm Ballpoint, Fine (Blue), 12pcs/box | | | 30,240.00 | | |
| 6 | 46 | box | BALLPEN, 0.5mm Ballpoint, Fine (Red), 12pcs/box | | | 8,280.00 | | |
| 7 | 7 | box | BALLPEN, 0.7mm Ballpoint, Fine (Red), 12pcs/box | | | 1,260.00 | | |
| 8 | 15 | pc | BALLPEN, 0.38, fine gelpen (Blue) | | | 195.00 | | |
| 9 | 94 | box | BATTERY, dry cell, AA, 1.5 volts, alkaline 2pcs/pack | | | 5,170.00 | | |
| 10 | 89 | box | BATTERY, dry cell, AAA, 1.5 volts, alkaline 2pcs/pack | | | 5,785.00 | | |
| 11 | 6 | pc | BATTERY, dry cell, AA, 9 volts | | | 600.00 | | |
| 12 | 12 | pc | BATTERY, 3V, CR2023 Coin type Lithium | | | 420.00 | | |
| 13 | 10 | bundle | CASH ENVELOPE, Size: 6.75 x 3.25, kraft, 100pcs/bundle | | | 2,000.00 | | |
| 14 | 50 | pc | CD-R (CD Re-writable) 700mb | | | 2,000.00 | | |
| 15 | 965 | pc | CERTIFICATE HOLDER, A4, Color: Green, with 2 hangers for portrait and landscape orientation | | | 43,425.00 | | |
| 16 | 15 | pc | CERTIFICATE HOLDER, A4, Color: Light Pink, with 2 hangers for portrait and landscape orientation | | | 675.00 | | |
| 17 | 10 | pc | CLEAR BOOK, Refillable Display Book, Size: A3 with 20 pockets | | | 3,250.00 | | |
| 18 | 5 | box | CLIP, backfold, 32mm, 12pcs/box | | | 150.00 | | |
| 19 | 107 | pc | CORRECTION TAPE, disposable, length: 8m min. | | | 2,675.00 | | |
| 20 | 4 | pc | CORKBOARD, with frame 36x48 inches | | | 10,000.00 | | |
| 21 | 2 | pc | CORDBOARD, 18x24 inches | | | 1,200.00 | | |
| 22 | 60 | pc | CORK SHEET, 1/16" x 18" x24" inch | | | 20,400.00 | | |

| Item No. | Qty | Unit | Item | Technical Specifications (Brand and Model) | | ABC | Unit Cost | Total Cost |
|----------|-----|--------|--|--|---------------|-----------|-----------|------------|
| | | | | COMPLY | COUNTER OFFER | | | |
| 23 | 6 | 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: atleast 100mm, Width:16mm, Thickness:0.40mm | | | 240.00 | | |
| 24 | 1 | pc | CUTTING MAT, Rubberized, A3 size | | | 300.00 | | |
| 25 | 10 | pack | DAILY TIME CARD, for Amano BX-1500, 200pcs/pack | | | 1,150.00 | | |
| 26 | 32 | pc | DOCUMENT TRAY FILE ORGANIZER, 4-tier, Color: Black, Material: Metal, Overall Size: 30cmx35cmx30cm (min) | | | 16,000.00 | | |
| 27 | 30 | pc | DOCUMENT STORAGE BOX, Size: Legal, Color: Black | | | 4,950.00 | | |
| 28 | 5 | roll | DOUBLE SIDED TAPE, without foam, 1/2" , atleast 3meters/roll | | | 75.00 | | |
| 29 | 132 | roll | DOUBLE SIDED TAPE, with foam, 1" , atleast 3meters/roll | | | 11,880.00 | | |
| 30 | 265 | roll | DOUBLE SIDED TAPE, without foam, 1" , atleast 3meters/roll | | | 7,950.00 | | |
| 31 | 77 | roll | DUCT TAPE, 2", Black, 11yards/roll | | | 5,775.00 | | |
| 32 | 10 | box | ELECTRONIC TYPEWRITER CORRECTIBLE 7.2 mm x 6m | | | 1,800.00 | | |
| 33 | 20 | box | ELECTRONIC TYPEWRITER RIBBON (8mm x 185m) "NAKAJIMA" | | | 4,000.00 | | |
| 34 | 1 | box | ENVELOPE, Documentary, Legal, 500pcs/box | | | 1,186.33 | | |
| 35 | 1 | box | ENVELOPE, Expanding, Legal, 100pcs/box | | | 1,512.37 | | |
| 36 | 2 | pc | ERASER, Whiteboard, 110x50x40mm | | | 100.00 | | |
| 37 | 27 | box | FASTENER, plastic, 7cm, 50 sets/box | | | 1,215.00 | | |
| 38 | 25 | pc | FILE CASE, Size Legal, 35cm x 24cm x 6cm, Clear | | | 2,500.00 | | |
| 39 | 50 | pc | FOLDER, Morocco, Size: Legal, Pink | | | 522.50 | | |
| 40 | 50 | pc | FOLDER, Morocco, Size: Legal, Dark Green | | | 522.50 | | |
| 41 | 50 | pc | FOLDER, Morocco, Size: Legal, Light Green | | | 522.50 | | |
| 42 | 2 | pack | FOLDER with Tab, Size: Legal, Color: White, 100pcs/pack | | | 941.08 | | |
| 43 | 5 | box | FOLDER PRESSBOARD, with insertable metal tab, Size: 240mm x 370mm | | | 7,500.00 | | |
| 44 | 6 | bottle | GLUE, multi-purpose, 240g | | | 780.00 | | |
| 45 | 5 | pc | HIGHLIGHTER, Color Pink | | | 200.00 | | |
| 46 | 10 | pc | HIGHLIGHTER, Color Yellow Green | | | 400.00 | | |
| 47 | 10 | pc | HIGHLIGHTER, Color Orange | | | 400.00 | | |
| 48 | 12 | pc | HIGHLIGHTER, Color Blue | | | 480.00 | | |
| 49 | 4 | pc | INK, Refill, Whiteboard, Black, 30ml | | | 560.00 | | |
| 50 | 5 | pack | LAMINATING FILM, Size: A4, 125 microns 100sheets/pack | | | 2,800.00 | | |
| 51 | 10 | pack | LAMINATING FILM, Size: Legal, 125 microns 100sheets/pack | | | 10,000.00 | | |
| 52 | 2 | pack | LAMINATING FILM, Size: 216MM X 303MM, 250 microns 100sheets/pack | | | 2,000.00 | | |
| 53 | 1 | pack | MAGNETIC PIN, round, whiteboard, 30mm, assorted color, 12pcs/pack | | | 80.00 | | |
| 54 | 3 | box | MARKER, Whiteboard, bullet type, color Black, 12pcs/box | | | 975.00 | | |
| 55 | 3 | box | MARKER, Whiteboard, bullet type, color Blue, 12pcs/box | | | 975.00 | | |
| 56 | 1 | box | MARKER, Whiteboard, bullet type, color Red, 12pcs/box | | | 325.00 | | |
| 57 | 10 | pc | MENU HOLDER, double sided, Size: A4, Acrylic, Clear | | | 1,650.00 | | |
| 58 | 15 | pc | MULTI-LAYER STORAGE, for Paper and Documents ; 5 Drawer ; with hole each drawer; Size: 14 1/4" x 10 7/8" x 10 7/8" (L x H x W) | | | 12,000.00 | | |
| 59 | 4 | pc | PAPER ORGANIZER, 3 trays with handle, Material: Metal, Color: Black, Shape: Rectangular, Dimensions: 17.5x9x12.5cm (LxWxH) | | | 4,400.00 | | |
| 60 | 103 | box | PUSH PIN, flat head type, 50's | | | 3,090.00 | | |
| 61 | 1 | pack | PVC Binding Cover, Short, Clear, 100s/pack | | | 350.00 | | |
| 62 | 5 | pack | PVC Binding Cover, A4, 200 micron, Clear, 100s/pack | | | 2,000.00 | | |
| 63 | 20 | pack | PVC Binding Cover, Long, 200 micron, Clear, 100pcs/pack | | | 10,000.00 | | |
| 64 | 20 | pc | RECORD BOOK, Size: 216mm x 279mm, 300 pages with page number | | | 4,000.00 | | |
| 65 | 1 | pc | RIBBON, Amano BX-1500, Black | | | 450.00 | | |
| 66 | 1 | roll | RIBBON, Satin, 3/4", 50 yards, Color: Green | | | 125.00 | | |

| Item No. | Qty | Unit | Item | Technical Specifications (Brand and Model) | | ABC | Unit Cost | Total Cost |
|----------|-----|--------|---|--|---------------|----------|-----------|------------|
| | | | | COMPLY | COUNTER OFFER | | | |
| 67 | 1 | bundle | RING BINDER, Plastic, 5/16" (8mm), 80 rings, Color: Black, 10pcs/bundle | | | 250.00 | | |
| 68 | 2 | bundle | RING BINDER, Plastic, 1/2" (12mm), 80 rings, Color: Black, 10pcs/bundle | | | 840.00 | | |
| 69 | 2 | bundle | RING BINDER, Plastic, 3/4" (20mm), 10pcs/bundle | | | 520.00 | | |
| 70 | 2 | bundle | RING BINDER, Plastic, 7/8" (22mm), 10pcs/bundle | | | 560.00 | | |
| 71 | 8 | bundle | RING BINDER, Plastic, 1" (25mm), 10pcs/bundle | | | 2,400.00 | | |
| 72 | 1 | bundle | RING BINDER, Plastic, Color: Black, 1 1/4" (32mm), 80 Rings, 10pcs/bundle | | | 434.94 | | |
| 73 | 1 | bundle | RING BINDER, Plastic, Color: Black, 1 1/2" (38mm), 80 Rings, 10pcs/bundle | | | 752.23 | | |
| 74 | 4 | bundle | RING BINDER, Plastic, Color: Black, 2" (50.8mm), 80 Rings, 10pcs/bundle | | | 2,328.48 | | |
| 75 | 36 | box | RUBBER BAND, No.16, small, 350g | | | 1,800.00 | | |
| 76 | 2 | pc | RULER, stainless steel, 12", color: Silver | | | 110.00 | | |
| 77 | 22 | pc | SCISSORS, with hard grip, 6.5" | | | 1,210.00 | | |
| 78 | 9 | pc | SCISSORS, symmetrical/assymetrical, 8.5" , stainless | | | 900.00 | | |
| 79 | 5 | pc | SCISSORS, stainless, all steel, 9.5 inches, Tailor Scissor | | | 950.00 | | |
| 80 | 8 | box | SIGN PEN, Violet, liquid/gel ink, 0.5mm needle tip, 12pcs/box | | | 2,320.00 | | |
| 81 | 2 | box | SIGN PEN, Green, liquid/gel ink, 0.5mm needle tip, 12pcs/box | | | 580.00 | | |
| 82 | 4 | box | SIGN PEN, Rollerball with rubber grip, Gel Ink, Black, 12pcs/box | | | 2,800.00 | | |
| 83 | 10 | pc | SIGN PEN, Medium Tip .05mm, Color: Black | | | 800.00 | | |
| 84 | 15 | pc | SIGN PEN, Fine Tip .03mm, Color: Black | | | 1,200.00 | | |
| 85 | 10 | pc | SIGN PEN, Ball-point 0.7mm; Retractable, Black, Liquid Gel, | | | 890.00 | | |
| 86 | 5 | pc | SIGN PEN, Ball-point 0.7mm; Retractable, Blue, Liquid Gel, | | | 445.00 | | |
| 87 | 15 | pc | SIGN PEN, Rollerball 0.7mm-0.8mm, Black | | | 1,455.00 | | |
| 88 | 15 | pc | SIGN PEN, Rollerball 0.7mm-0.8mm, Blue | | | 1,455.00 | | |
| 89 | 15 | pc | SIGN PEN, RETRACTABLE, Liquid gel, 0.5mm, Black | | | 1,262.25 | | |
| 90 | 15 | pc | SIGN PEN, RETRACTABLE, Liquid gel, 0.5mm, Blue | | | 1,262.25 | | |
| 91 | 15 | pc | SIGN PEN, RETRACTABLE, Liquid gel, 0.5mm, Green | | | 1,262.25 | | |
| 92 | 5 | pc | SIGN PEN, RETRACTABLE, Liquid gel, 0.5mm, Red | | | 400.00 | | |
| 93 | 10 | pc | SIGN PEN, RETRACTABLE, Liquid gel, 0.5mm, Violet | | | 841.50 | | |
| 94 | 1 | pc | SIGN PEN, Violet, liquid/gel ink, 0.5mm needle tip | | | 28.00 | | |
| 95 | 1 | pc | STAPLER, binding machine, long arm, can book atleast 200 pages | | | 800.00 | | |
| 96 | 4 | pc | STAPLER No. 35 with remover | | | 560.00 | | |
| 97 | 7 | pc | STAPLE remover, plier type, Material: Metal | | | 420.00 | | |
| 98 | 10 | box | STAPLE WIRE, standard, No. 25, 5000pcs/box | | | 400.00 | | |
| 99 | 10 | box | STAPLE WIRE, No. 10, 1000pcs/box | | | 150.00 | | |
| 100 | 2 | box | STAPLE Wire, No. 23/17, 1000pcs/box | | | 338.00 | | |
| 101 | 6 | pack | STICKY NOTES, (SIGN HERE), Size: 1.8" x 0.5", 8 colors/pack | | | 366.00 | | |
| 102 | 46 | box | TABS, index tab, clear, 5sets/box | | | 3,680.00 | | |
| 103 | 5 | pack | TABBING, flag type, assorted color | | | 150.00 | | |
| 104 | 23 | pc | TABLE NAME PLATE HOLDER, 2 sided name plate tag ; Thickness: 1.5mm ; Length: 12in ; Height: 4in ; Width: 4in ; Material: Acrylic ; Color: Transparent Clear | | | 8,050.00 | | |
| 105 | 2 | roll | TAPE, Electrical, 18mm (min), color black, 16meters (min) per roll | | | 50.00 | | |
| 106 | 5 | roll | TAPE, MASKING, width: 24mm, 50meters/roll | | | 350.00 | | |
| 107 | 5 | roll | TAPE, MASKING, width: 48mm, 50meters/roll | | | 700.00 | | |
| 108 | 5 | roll | TAPE, TRANSPARENT, width: 24mm, 50meters/roll | | | 75.00 | | |
| 109 | 5 | roll | TAPE, TRANSPARENT, width: 48mm, 40meters/roll | | | 150.00 | | |
| 110 | 5 | pc | TAPE, DISPENSER big 1 inch capacity | | | 550.00 | | |
| 111 | 9 | box | THUMB TACKS, #33, gold plated | | | 540.00 | | |
| 112 | 12 | box | TWIN MARKER, Permanent, 1.0mm & 0.4mm tip, Color Black, 12pcs/box | | | 3,720.00 | | |

| Item No. | Qty | Unit | Item | Technical Specifications (Brand and Model) | | ABC | Unit Cost | Total Cost |
|---|------|------|---|--|---------------|-------------------|-----------|------------|
| | | | | COMPLY | COUNTER OFFER | | | |
| 113 | 1 | box | TWIN MARKER, Permanent, 1.0mm & 0.4mm tip, Color Blue, 12pcs/box | | | 310.00 | | |
| 114 | 1 | box | TWIN MARKER, Permanent, 1.0mm & 0.4mm tip, Color Red, 12pcs/box | | | 310.00 | | |
| 115 | 1 | pack | UNIVERSAL TYPEWRITER RIBBON, 2" x 1/2", Black for Olympia Typewriter SG-3 | | | 692.00 | | |
| B. 1 (One) Lot Supply & Delivery of Paper Materials & Products | | | | | | 303,297.70 | | |
| 116 | 25 | ream | BOND PAPER, A3, 80gsm, 11.7" x 16.5" (297mm x 420mm), 500 sheets/ream | | | 11,250.00 | | |
| 117 | 65 | ream | Bond Paper, Multicopy, Short, 80gsm, 8.5" x 11" , (216mm x 279mm), 500 sheets/ream | | | 14,300.00 | | |
| 118 | 262 | ream | BOND PAPER, Multicopy, A4, 80gsm, 8.3" x 11.7" , (210mm x 297mm), 500 sheets/ream | | | 61,570.00 | | |
| 119 | 319 | ream | BOND PAPER, Multicopy, Long, 80 gsm, 8.5" x 13" , (216mm x 330mm), 500sheets/ream | | | 81,345.00 | | |
| 120 | 50 | ream | Bond Paper, Multicopy, Legal, 80gsm, 8.5" x 14" , (215.9mm x 355.6mm), 500sheets/ream | | | 13,500.00 | | |
| 121 | 5 | ream | COLORED Assorted Paper, 250's, Size Long | | | 1,100.00 | | |
| 122 | 30 | pc | MANILA PAPER, Color: Yellow, 36" x 48" folded | | | 345.60 | | |
| 123 | 60 | pad | NOTE PAD, stick on, 2"x3", 100 sheets/pad | | | 1,200.00 | | |
| 124 | 59 | pack | PHOTOPAPER, high quality, Size: Long, Glossy, 20pcs/pack | | | 6,490.00 | | |
| 125 | 6000 | pc | SPECIALTY BOARD PAPER, Paparazzi, Size: Legal, 8.5" x 14" Color: Melon, 220gsm | | | 36,000.00 | | |
| 126 | 5 | pack | SPECIALTY BOARD PAPER, Short, 8.5x11", 220gsm, 10sheets/pack | | | 1,600.00 | | |
| 127 | 5 | pack | SPECIALTY BOARD PAPER, Long, 8.5x13", 220gsm, 10sheets/pack | | | 1,600.00 | | |
| 128 | 150 | pack | SPECIALTY BOARD PAPER, Short, 200gsm, Pale Cream, 10pcs/pack | | | 5,250.00 | | |
| 129 | 50 | pack | SPECIALTY BOARD PAPER, A4, White, 200gsm, 10sheets/pack | | | 1,750.00 | | |
| 130 | 202 | pack | SPECIALTY BOARD PAPER, Long, 8.5x13", White, 200gsm, 10sheets/pack | | | 8,080.00 | | |
| 131 | 4 | ream | SPECIALTY BOARD PAPER, A4, 220gsm, Pala Cream, 500pcs/ream | | | 2,000.00 | | |
| 132 | 17 | ream | SPECIALTY BOARD PAPER, A4, 200gsm, Pale Cream, 500pcs/ream | | | 25,500.00 | | |
| 133 | 1 | ream | SPECIALTY BOARD PAPER, A4, 220gsm, White, 500pcs/ream | | | 1,500.00 | | |
| 134 | 1 | ream | SPECIALTY BOARD PAPER, Legal, 200gsm, Pale Cream, 500pcs/ream | | | 1,700.00 | | |
| 135 | 1 | ream | SPECIALTY PAPER, Legal, 80gsm, White, 500pcs/ream | | | 1,500.00 | | |
| 136 | 2 | ream | SPECIALTY PAPER, Long, 80gsm, 500pcs/ream | | | 1,200.00 | | |
| 137 | 15 | pack | SPECIALTY BOARD PAPER, A4, 200gsm, Pale Cream, 10pcs/pack | | | 525.00 | | |
| 138 | 15 | pack | SPECIALTY BOARD PAPER, A4, 200gsm, White, 10pcs/pack | | | 525.00 | | |
| 139 | 126 | pack | SPECIALTY PAPER, Short, 90gsm, 10pcs/pack | | | 3,150.00 | | |
| 140 | 17 | pack | SPECIALTY PAPER, A4, 90gsm, 10pcs/pack | | | 595.00 | | |
| 141 | 211 | pack | SPECIALTY PAPER, Long, 90gsm, 10pcs/pack | | | 8,440.00 | | |
| 142 | 30 | pack | SPECIALTY PAPER, Short, 80gsm, 10pcs/pack | | | 1,157.10 | | |
| 143 | 32 | pack | SPECIALTY PAPER, Long, 80gsm, 10pcs/pack | | | 1,760.00 | | |
| 144 | 71 | pack | STICKER PAPER, A4, Matte, White 10pcs/pack | | | 3,905.00 | | |
| 145 | 53 | pack | STICKER PAPER, Long, Matte, White 10pcs/pack | | | 3,710.00 | | |
| 146 | 10 | pack | STICKER PAPER, A4, Glossy, White, 20sheets/pack | | | 750.00 | | |
| *****Nothing Follows***** | | | | | | | | |

Note: Kindly indicate unit price per item.

Counter offers:

Delivery Period: _____

Warranty: _____

Price Validity: _____

RFQ 40

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