



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

Name of Owner/ Corporation/ Cooperative/ _____

Agency: _____

Name of Business : _____

Address: _____

Email address: _____ Telephone No. _____

QUOTATION NO. **415**

DATE: **APR 27 2024**

P.R. NO. : **2024-02-268, 239, 171, 249, 178, 174, 218, 293, 147, 167, 346, 299, 274, 246, 233, 325, 212, 180, 223, 300, 191, 211, 378, 151, 359, 352, 217, 206, 159, 150, 200, 149, 265, 229, 320, 286, 173, 341, 330, 188, 292, 278, 273, 260, 372, 227, 254, 311, 308, 506, 334, 262, 235 ; 2024-03-526**

ABC: Php. **660,571.82**

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 **April 30, 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: _____

SAMUEL S. POLIDEN
 Chairperson, BAC (Goods & Services)

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

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1 (One) Lot Supply and Delivery of Common Office Supplies & Paper Materials						660,571.82		
1	96	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml			10,560.00		
2	3	pack	BATTERY, Dry cell, size A23, Two (2) pieces per blister pack			300.00		
3	202	pack	BATTERY, Dry cell, size AA, Two (2) pieces per blister pack			10,100.00		
4	125	pack	BATTERY, Dry cell, size AAA, Two (2) pieces per blister pack			7,500.00		
5	5	pack	BATTERY, Dry cell, size D, Two (2) pcs per blister pack			838.50		
6	12	pack	CARTOLINA, assorted colors, Size: 572mm x 724mm (-3mm), Thickness: 0.12mm (min), 20pieces of assorted colors per pack			2,160.00		
7	38	box	CHALK, White, Non-toxic, Less dust, Size: 0.9cm D x 8.0cm L, Marks & Erases Easily, 100pcs/box			2,470.00		
8	65	piece	CLEAR BOOK, 20 transparent pocket, Size A4, color Black			2,527.85		
9	178	piece	CLEAR BOOK, 20 transparent pocket, Legal size, color Black			7,534.74		
10	131	box	CLIP, BACKFOLD, all metal, clamping ,19mm, 12pcs/box			2,620.00		
11	173	box	CLIP, BACKFOLD, all metal, clamping ,25mm, 12pcs/box			4,325.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
12	188	box	CLIP, BACKFOLD, all metal, clamping ,32mm, 12pcs/box			6,580.00		
13	181	box	CLIP, BACKFOLD, all metal, clamping ,50mm, 12pcs/box			14,480.00		
14	486	piece	CORRECTION TAPE, disposable, length: 8m (min.)			12,150.00		
15	52	piece	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			3,628.56		
16	61	piece	DATA FILE BOX, made of chipboard, with closed ends and hole, size Legal, color Black			10,065.00		
17	43	piece	DATER STAMP, Self Inking stamp pad color Black, Frame: Steel and Plastic or Sturdy all plastic frame, Four band date and 12 year band, Date Format: MM-DD-YYYY, Removable and refillable ink pad, Size: of Imprint (min): 30mm x 45mm			22,220.68		
18	1	set	FILE TAB DIVIDER, bristol board, A4, 5 colors per set			25.17		
19	66	set	FILE TAB DIVIDER, bristol board, Legal, 5 colors per set			1,887.60		
20	5	box	ENVELOPE, Documentary, for A4 size document, 500 pcs per box			4,621.75		
21	23	box	ENVELOPE, Expanding, Kraft with string & eyelet, for Legal size document, color Brown, 100pcs/box			34,784.51		
22	125	piece	ENVELOPE, Expanding, Plastic with elastic strap, Size: (LxW)-380mm x 260mm (min), Color: Blue			4,192.50		
23	6	box	ENVELOPE, Mailing, with window 70gsm, size 4 1/8" x 9 1/2", 10xx, color White, 500pcs/box			3,486.90		
24	142	piece	PENCIL, ERASER, plastic/rubber, Shape: Rectangular			1,704.00		
25	19	piece	FILE ORGANIZER, expanding, plastic, for Legal size document, with 12 plastic inside pockets with index tab, with elastic strap or snap for closing, color Blue			1,780.68		
26	5	bundle	FOLDER, Fancy with slide, for A4 size document, Folder Thickness (min.): 0.24mm, with durable & reusable sliding plastic grip, color Blue, 50 pieces per bundle			1,601.60		
27	9	bundle	FOLDER, Fancy with slide, for Legal size document, Folder Thickness (min.): 0.24mm, with durable & reusable sliding plastic grip, color Blue, 50 pieces per bundle			3,057.93		
28	22	pack	FOLDER with tab, for Legal size document, color White, 100 pieces per pack			10,358.48		
29	3	pack	FOLDER, L-type,Plastic, for A4 size document, Transparent for easy identification of content, color Clear, 50 pieces per pack			618.87		
30	3	pack	FOLDER, L-type,Plastic, for Legal size document, Transparent for easy identification of content, color Clear, 50 pieces per pack			787.29		
31	19	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), color White, 100 pcs/box			19,910.10		
32	58	jar	GLUE, all purpose, gross weight: 200 grams (min.)			6,960.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
33	113	box	INDEX TAB, self-adhesive, transparent, 5 sets per box			10,735.00		
34	57	bottle	INK, for stamp pad, color Purple or Violet 50 ml, (bottle)			1,956.24		
35	4	bundle	LOOSELEAF COVER, size: 8.5" x 14" ,50 sets per bundle			5,246.76		
36	57	piece	MAGAZINE FILE BOX, Large, color Red, Dimension: W-110mm (min), H-265mm (min), L-220mm (min), Material: Chipboard-3mm thick, with finger ring and window for labeling purpose			9,405.00		
37	131	set	MARKER, Fluorescent, Barrel: Flat ; Tip: Chisel point, 3 assorted colors per set			7,205.00		
38	239	piece	MARKER, Permanent, color Black, Tip: Felt, Bullet type, Point: Medium			8,202.48		
39	143	piece	MARKER, Permanent, color Blue, Tip: Felt, Bullet type, Point: Medium			4,907.76		
40	101	piece	MARKER, Whiteborad, color Black, Tip: Felt, Bullet type			4,621.76		
41	80	piece	MARKER, Whiteborad, color Blue, Tip: Felt, Bullet type			3,660.80		
42	289	pad	NOTE PAD, stick on, 2"x 3", color Yellow, 100 sheet per pad			12,562.83		
43	297	pad	NOTE PAD, stick on, 3"x 3", color Yellow, 100 sheet per pad			19,705.95		
44	251	pad	NOTE PAD, stick on, 3"x 4", color Yellow, 100 sheet per pad			17,514.78		
45	177	box	PAPER CLIP, vinly/plastic coated, 33mm, 100pcs/box			3,540.00		
46	233	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm, 100pcs/box			6,990.00		
47	9	box	PAPER, Parchment, size: 210 x 297mm, multi-purpose, fine translucent, 80gsm, color Ivory, suitable for laser/inkjet printing, 100 sheets per box			1,873.89		
48	16	piece	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper			4,283.04		
49	10	pack	PHOTO PAPER (Glossy) - A4 Size 10pcs/pack			3,500.00		
50	10	pack	PHOTO PAPER (Glossy) - Legal Size 10pcs/pack			4,500.00		
51	140	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min, color Blue			11,211.20		
52	83	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min, color Blue			9,589.82		
53	42	bundle	RING BINDER/COM, plastic, 32mm, 10 pieces per bundle			18,900.00		
54	6	box	RUBBER BAND No. 18, 350 grams (min), Lay Flat Length: 70mm (min)			1,091.40		
55	7	piece	STAPLER, heavy duty (binder), Type: Desktop, Compatible with staple size: 13mm & 17mm, Body: Metal, Base Grip: Non-Skid durable materials, Stapling Capacity: 25-135 sheets of paper, Load Capacity: 100 staples (min.), Throat; Depth: 65mm (min)			14,702.66		
56	933	piece	SIGN PEN, Extra fine tip, Black, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			26,683.80		
57	412	piece	SIGN PEN, Extra fine tip, Blue, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			11,783.20		
58	72	piece	SIGN PEN, Extra fine tip, Red, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			2,059.20		
59	647	piece	SIGN PEN, Fine tip, Black, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			31,825.93		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
60	405	piece	SIGN PEN, Fine tip, Blue, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			19,921.95		
61	75	piece	SIGN PEN, Fine tip, Red, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			3,775.50		
62	719	piece	SIGN PEN, Medium Tip, Black, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			45,239.48		
63	307	piece	SIGN PEN, Medium Tip, Blue, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			19,316.44		
64	50	piece	SIGN PEN, Medium Tip, Red, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			3,146.00		
65	35	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm, Violet/Purple Ink			1,641.50		
66	160	box	STAPLE WIRE, standard, (26/6), #35, Number of wires per Strip: 100 (min.), 5000 wires per box			6,400.00		
67	60	roll	TAPE, Electrical, 18mm (min.), color Black, made of Polyvinyl Chloride (PVC), 16meters/roll (min.)			1,284.00		
68	278	roll	TAPE, MASKING, width: 24mm (±1mm), 50meters/roll			18,923.46		
69	179	roll	TAPE, TRANSPARENT, width: 24mm (±1mm), 50meters/roll			4,475.00		
70	36	roll	TWINE, plastic, Breaking strength; 25kg (min), Weight per roll: 1000g (min)			2,800.44		
71	8	tube	BLADE, for general purpose cutter/utility knife, Length: 100mm, Width:16mm, Thickness:0.40mm at least, 10pcs/tube			281.60		
72	194	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack			10,670.00		
73	85	pack	TOILET TISSUE PAPER, 2ply, 12 rolls in a pack			12,325.00		
74	8	pack	WRAPPING PAPER, Kraft, Weight: 65gsm, Size: Width: 914.4mm (36"), Leng: 1,219.4mm (48"), 50 sheet per pack			1,885.28		
75	2	piece	PHILIPPINE NATIONAL FLAG, Materials: 100% polyester, Type: 1, Size: Length:1,828.8 (6 feet), Width:914.4mm (3 feet), with Certificate of Accreditation from (NHCP)			939.96		
76	2	ream	BOND PAPER, A3, 80gsm, 11.7" x 16.5" (297mm x 420mm), 500 sheets/ream			900.00		
77	30	ream	BOND PAPER, A4, 80gsm, 8.3" x 11.7", (210mm x 297mm), 500 sheets/ream			7,050.00		
78	100	ream	BOND PAPER, Long, 80 gsm, 8.5" x 13", (216mm x 330mm), 500sheets/ream			25,500.00		
XXXXXXXXXX								

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

RFQ 415