

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9475236
Procuring Entity BATAAN PENINSULA STATE UNIVERSITY
Title BPSU: MCO-TVET Supply and Delivery of Office Supplies
Area of Delivery Bataan

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | MCO2023-02-0101 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: | Shopping | Bid Supplements | 0 |
| Classification: | Goods | Document Request List | 0 |
| Category: | Office Equipment Supplies and Consumables | Date Published | 11/02/2023 |
| Approved Budget for the Contract: | PHP 52,755.83 | Last Updated / Time | 11/02/2023 00:00 AM |
| Delivery Period: | 15 Day/s | Closing Date / Time | 14/02/2023 08:00 AM |
| Client Agency: | | | |
| Contact Person: | Lizette Alexis Cunanan Magpantay Procurement Unit Capitol Compound Tenejero Balanga City Bataan Philippines 2100 63-912-7639920 lcmagpantay@bpsu.edu.ph | | |
| Description Qty. Unit of Measure Description/Offer 12 pieces Sign Pen, Black, Gel 12 pieces Sign Pen, Blue, Gel 6 pieces Sign Pen, Red, Gel 12 pack Battery, dry cell, Size AA, 2pcs/blister pack 12 pack Battery, dry cell, Size AAA, 2pcs/blister pack 2 can Air Freshener, aerosol type, 150g 2 pieces Broom, soft (walis tambo) 2 pieces Broom, stick (walis ting-ting) 2 can Disinfectant Spray, aerosol type. 400g 1 piece Dust pan, rigid non-breakable plastic 6 pack Trashbag, black, 37"x40", XL, 10pcs/roll or pack 1 bottle Ink, for stamp pad, 50ml 6 roll Tape, transparent, 24mm 2 bottle Glue, all-purpose, 200g 1 unit Calculator, compact 6 box Clip, backfold, 19mm 6 box Clip, backfold, 25mm 6 box Clip, backfold, 32mm 4 pieces Correction tape, 8 meters 10 pieces Data file box 1 piece Dating and stamping machine 2 box Envelope, documentary, legal, 500pcs/box 4 box Fastener, metal, non-sharp edges, 50sets/box 4 pack Folder, L-type, A4, 50 pcs/pack 4 pack Folder, L-type, legal, 50 pcs/pack 5 pieces Marker, Permanent, Black 5 pieces Marker, Permanent, Black 5 pieces Marker, Permanent, Black 5 pieces Marker, Whiteboard, Black 5 pieces Marker, Whiteboard, Blue 5 pieces Marker, Whiteboard, Red 1 piece Pencil Sharpener, manual, single cutter head 1 piece Puncher, paper, heavy duty 1 piece Stamp pad, felt 1 pair scissors, symmetrical or asymmetrical 1 piece Stapler, standard type 1 piece Tape dispenser, table top 6 pad Note pad, stick on, 2"x3", 100sheets/pad 6 pad Note pad, stick on, 3"x4", 100sheets/pad 6 pad Note pad, stick on, 3"x3", 100sheets/pad 20 ream Paper, multicopy A4, 500 sheets per ream 20 ream Paper, multicopy Legal, 500 sheets per ream 2 book Record Book, 300 pages 24 bottle EPSON, Ink T6641, black 10 bottles EPSON, Ink T6642, Cyan 10 bottles EPSON, Ink T6643, Magenta 10 bottles EPSON, Ink T6644, Yellow 5 pack Photo paper, A4 High quality gloss 260gsm 5 pack Sticker paper, matte/glossy, 10's 30 pack KN94 face mask, 10's 5 pack Specialty Paper, Pale Cream, Short, 90gsm, 100's 5 pack Specialty Paper, Pale Cream, A4, 90gsm, 100's 5 pack Specialty Paper, Pale Cream, Long, 90gsm, 100's ****Nothing Follows**** | | | |

Created by Lizette Alexis Cunanan Magpantay
Date Created 10/02/2023


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REQUEST FOR QUOTATION/PROPOSAL

MCO-TVET Supply and Delivery
of Office Supplies

| | | | |
|-----------------|-------|-----------------------------------|----------------------|
| Company: | _____ | Office/Section | _____ |
| Address: | _____ | PR no. | MCO2023-02-0101 |
| E-Mail Address: | _____ | Quotation No. | Philgeps-2023-02-031 |
| Contact No. | _____ | TIN.no.:(indicate VAT or Non-Vat) | _____ |

Please quote your lowest price on the item/s listed below,subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than in the return envelope attached herewith.


LIZETTE ALEXIS C. MAGPANTAY
Procurement Unit

- Note: 1. ALL ENTRIES MUST BE COMPLETELY FILLED-OUT & INDICATE THE NAME OF THE BRAND BEING OFFERED.
2.DELIVERY PERIOD WITHIN SEVEN OR FIFTEEN CALENDAR DAYS(MAXIMUM)
3. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR NON-EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON EXPENDABLE SUPPLIES FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY(30) CALENDAR DAYS
5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATE OF THE PRODUCT BEING OFFERED.

ABC: ₱52,755.83


| No. | Qty. | Unit of Measure | Description/Offer | Unit Price | Total Cost |
|-----|------|-----------------|--|------------|------------|
| 1 | 12 | pieces | Sign Pen, Black, Gel | | |
| 2 | 12 | pieces | Sign Pen, Blue, Gel | | |
| 3 | 6 | pieces | Sign Pen, Red, Gel | | |
| 4 | 12 | pack | Battery, dry cell, Size AA, 2pcs/blister pack | | |
| 5 | 12 | pack | Battery, dry cell, Size AAA, 2pcs/blister pack | | |
| 6 | 2 | can | Air Freshener, aerosol type, 150g | | |
| 7 | 2 | pieces | Broom, soft (walis tambo) | | |
| 8 | 2 | pieces | Broom, stick (walis ting-ting) | | |
| 9 | 2 | can | Disinfectant Spray, aerosol type. 400g | | |
| 10 | 1 | piece | Dust pan, rigid non-breakable plastic | | |
| 11 | 6 | pack | Trashbag, black, 37"x40", XL, 10pcs/roll or pack | | |
| 12 | 1 | bottle | Ink, for stamp pad, 50ml | | |
| 13 | 6 | roll | Tape, transparent, 24mm | | |
| 14 | 2 | bottle | Glue, all-purpose, 200g | | |
| 15 | 1 | unit | Calculator, compact | | |
| 16 | 6 | box | Clip, backfold, 19mm | | |
| 17 | 6 | box | Clip, backfold, 25mm | | |
| 18 | 6 | box | Clip, backfold, 32mm | | |
| 20 | 4 | pieces | Correction tape, 8 meters | | |
| 21 | 10 | pieces | Data file box | | |
| 22 | 1 | piece | Dating and stamping machine | | |
| 23 | 2 | box | Envelope, documentary, legal, 500pcs/box | | |
| 24 | 4 | box | Fastener, metal, non-sharp edges, 50sets/box | | |
| 25 | 4 | pack | Folder, L-type, A4, 50 pcs/pack | | |

REQUEST FOR QUOTATION/PROPOSAL

**MCO-TVET Supply and Delivery
of Office Supplies**

| | | | |
|-----------------|-------|-----------------------------------|-----------------------------|
| Company: | _____ | Office/Section | _____ |
| Address: | _____ | PR no. | MCO2023-02-0101 |
| E-Mail Address: | _____ | Quotation No. | Philgeps-2023-02-031 |
| Contact No. | _____ | TIN.no.:(indicate VAT or Non-Vat) | _____ |

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ABC: ₱52,755.83


| No. | Qty. | Unit of Measure | Description/Offer | Unit Price | Total Cost |
|-----|------|-----------------|--|------------|------------|
| 26 | 4 | pack | Folder, L-type, legal, 50 pcs/pack | | |
| 27 | 5 | pieces | Marker, Permanent, Black | | |
| 28 | 5 | pieces | Marker, Permanent, Black | | |
| 29 | 5 | pieces | Marker, Permanent, Black | | |
| 30 | 5 | pieces | Marker, Whiteboard, Black | | |
| 31 | 5 | pieces | Marker, Whiteboard, Blue | | |
| 32 | 5 | pieces | Marker, Whiteboard, Red | | |
| 33 | 1 | piece | Pencil Sharpener, manual, single cutter head | | |
| 34 | 1 | piece | Puncher, paper, heavy duty | | |
| 35 | 1 | piece | Stamp pad, felt | | |
| 36 | 1 | pair | scissors, symmetrical or asymmetrical | | |
| 37 | 1 | piece | Stapler, standard type | | |
| 38 | 1 | piece | Tape dispenser, table top | | |
| 39 | 6 | pad | Note pad, stick on, 2"x3", 100sheets/pad | | |
| 40 | 6 | pad | Note pad, stick on, 3"x4", 100sheets/pad | | |
| 41 | 6 | pad | Note pad, stick on, 3"x3", 100sheets/pad | | |
| 42 | 20 | ream | Paper, multicopy A4, 500 sheets per ream | | |
| 43 | 20 | ream | Paper, multicopy Legal, 500 sheets per ream | | |
| 44 | 2 | book | Record Book, 300 pages | | |
| 45 | 24 | bottle | EPSON, Ink T6641, black | | |
| 46 | 10 | bottles | EPSON, Ink T6642, Cyan | | |

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| No. | Qty. | Unit of Measure | Description/Offer | Unit Price | Total Cost |
|-----|------|-----------------|--|------------|------------|
| 47 | 10 | bottles | EPSON, Ink T6643, Magenta | | |
| 48 | 10 | bottles | EPSON, Ink T6644, Yellow | | |
| 49 | 5 | pack | Photo paper, A4 High quality gloss 260gsm | | |
| 50 | 5 | pack | Sticker paper, matte/glossy, 10's | | |
| 51 | 30 | pack | KN94 face mask, 10's | | |
| 52 | 5 | pack | Specialty Paper, Pale Cream, Short, 90gsm, 100's | | |
| 53 | 5 | pack | Specialty Paper, Pale Cream, A4, 90gsm, 100's | | |
| 54 | 5 | pack | Specialty Paper, Pale Cream, Long, 90gsm, 100's | | |
| | | | ****Nothing Follows**** | | |

| | |
|-----------------|-------|
| Delivery Period | _____ |
| Warranty | _____ |
| Price Validity | _____ |

Printed Name/Signature _____

Tel.No./Cellphone No./e-mail address _____

Date _____