



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9934498
Procuring Entity BATAAN PENINSULA STATE UNIVERSITY
Title BPSU MCO SIKAT Supply & Delivery of Office Supplies and Consumables
Area of Delivery Bataan

Solicitation Number:	MCO2023-06-515A	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 112,680.00	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	12/07/2023
Contact Person:	Riezle Clarin Muñoz Procurement Unit Capitol Site Balanga City Bataan Philippines 2100 63-47-2371341 63-932-8662730 rcmunoz@bpsu.edu.ph	Last Updated / Time	12/07/2023 00:00 AM
		Closing Date / Time	17/07/2023 17:00 PM

Description

Qty. Unit of Measure Description/Offer
LOT A OFFICE SUPPLIES
20 ream Bond paper 80gsm, Letter size 500 sheets
20 ream Bond paper 80gsm, A4 500 sheets
5 ream Bond paper 80gsm, A3 500 sheets
20 ream Bond paper 80gsm, Long 500 sheets
10 pck Sticker paper Long 20 sheets
10 pck Sticker paper A4 20 sheets
15 pck Vellum Paper short 10 sheets 200gsm
15 pck Vellum Paper A4 10 sheets 200gsm
20 pck Glossy photo paper A4 180gsm 20 sheets per pack
50 pad Sticky notes 76mm x 76mm 100 sheets per pad
50 pad Sticky notes 102mm x 76mm 100 sheets per pad
2 pck Index card 1/4 size; 100 sheets per pack
1 pck Folder long 100pcs per pack
1 pck Folder short 100pcs per pack
1 pck Folder A4 100pcs per pack
20 roll Cartolina white 10s per roll
3 roll Cartolina yellow 10s per roll
3 roll Cartolina light orange 10s per roll
2 roll Cartolina light blue 10s per roll
2 roll Cartolina light green 10s per roll
4 ream Construction paper pastel colored paper 250 sheets per ream

10 pcs Stand file box long; Cardboard type box 15x9.5x4.5 "

10 pcs Lever archfile long black

3 pcs Metal file tray organizer multi level 4 tier 31.5cm x 29cm x 30cm

1 pcs Cutter heavy duty size 18mm

1 pcs Cutter heavy 9mm

1 pck Cutter blades size 9mm 10 pcs per pack

1 pck Cutter blades size 18mm 10 pcs per pack

3 pair Scissors heavy duty stainless steel 8"

1 pc Metal paper cutter with paper adjuster A3

3 pcs Stapler No 35

5 box Staples No 35 5000per box

5 box Ballpen black 50pcs per box

3 box Gel pen black 0.5mm 12pcs per box

3 box Gel pen blue 0.5mm 12pcs per box

10 box Pencil no.2 graphite 12s per box

2 box Pencil eraser white 40s

20 pcs Correction tape

12 pcs Permanent marker fine black refillable

12 pcs White board marker black refillable

2 pcs Permanent marker refill ink black

2 pcs White board marker refill black

10 box Permanent Markers black 12pcs per box

100 pcs Plastic envelop long

2 pcs Highlighters color: milky yellow

2 pcs Highlighters color: Creamy peach

2 pcs Highlighters color: Pink blush

2 pcs Highlighters color: Lilac Haze

2 pcs Highlighters color: Hint of mint

2 pcs Highlighters color: Turquoise

15 pcs Adhesive tape clear 24mm width

15 pcs Double sided tape 2cm x 10m/roll

3 pcs Tape dispenser black big

10 pcs Glue 240ml white

2 pcs Puncher heavy duty with measurement

5 box Paper fastener metal 50pcs per box

20 box Paperclips assorted colors 100pcs/box 30mm

20 box Paperclips assorted colors 100pcs/box 50mm

20 box Butterfly clips 12 pcs per box size 51mm 12s per box

20 box Butterfly clips 12 pcs per box size 32mm

10 pcs Clipboard long black

10 pcs Clearbook long black

10 pck Clearbook fillers long 10pcs per pack

1 pc Storage box size 205L

10 box Thumb tacks

3 pcs Metal ruler 30cm

1 pcs Foldable meter stick

1 pcs Measuring tape 25ft

2 pcs Tape measure length 60"

1 pc Cutting Mat A3 size

1 pck ID Lace black 50pcs per pack

40 pcs ID Lace orange

15 pcs Notebooks size A6 80 leaves

5 pcs Sketch size A4 60 sheets

2 pcs Adjustable auto rotary pencil sharpener

1 unit= External hard drive 1tb

6 pcs Flashdrive 16gb usb 2.0 high speed flash drive

LOT B CLEANING MATERIALS

30 pck Trashbags size XXL

3 pcs Trashbin size 11L square garbage bin with swing cover

5 pcs Doormat gray 40x60cm anti slip area rug rectangle floor

5 pck Wash cloth square towel 12 per pack

3 pcs Broom walis tambo

2 pcs Tornado mop heavy duty

2 pcs Dustpan black

70 sachet Powder detergent 65g

2 pcs Toilet brush set with silicon bristles and holder

2 pcs 3in1 cleaning brush bathroom kitchen floor scrub white

4 pcs Window cleaner wiper adjustable green

5 pcs Multi purpose bathroom cleaner 3.7L

7 pcs All purpose spray ionized cleaning water spray bottle 500ml

3 pcs Odor neutralizer (for CR) 300ml

3 pcs Air freshener disinfectant 340g

2 pcs Air humidifier 5L UV light purification

5 pcs Bottle sprayer continuous spray nano mist sprayer alcohol atomizer dispenser 300ml black

1 unit Vacuum cleaner detachable handheld corded 220V 1500Pa suction power

nothing follows

Created by	Riezle Clarin Muñoz
Date Created	11/07/2023

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REQUEST FOR QUOTATION/PROPOSAL

**BPSU MCO SIKAT Supply &
Delivery of Office Supplies
and Consumables**

Bidder: _____ Address: _____ E-Mail Address: _____ Contact No. _____	Office/Section PR no. _____ Quotation No. _____ TIN.no : (Indicate VAT or Non-Vat) _____	MCO 2023-06-515 Philgeps-2023-06-114mco
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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.


RIEZEL CLARIN MUNOZ
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 P112,680.00

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
LOT A OFFICE SUPPLIES					
1	20	ream	Bond paper 80gsm, Letter size 500 sheets		
2	20	ream	Bond paper 80gsm, A4 500 sheets		
3	5	ream	Bond paper 80gsm, A3 500 sheets		
4	20	ream	Bond paper 80gsm, Long 500 sheets		
5	10	pck	Sticker paper Long 20 sheets		
6	10	pck	Sticker paper A4 20 sheets		
7	15	pck	Vellum Paper short 10 sheets 200gsm		
8	15	pck	Vellum Paper A4 10 sheets 200gsm		
9	20	pck	Glossy photo paper A4 180gsm 20 sheets per pack		
10	50	pad	Sticky notes 76mm x 76mm 100 sheets per pad		
11	50	pad	Sticky notes 102mm x 76mm 100 sheets per pad		
12	2	pck	Index card 1/4 size; 100 sheets per pack		
13	1	pck	Folder long 100pcs per pack		
14	1	pck	Folder short 100pcs per pack		
15	1	pck	Folder A4 100pcs per pack		
16	20	roll	Cartolina white 10s per roll		

17	3	roll	Cartolina yellow 10s per roll		
18	3	roll	Cartolina light orange 10s per roll		
19	2	roll	Cartolina light blue 10s per roll		
20	2	roll	Cartolina light green 10s per roll		
21	4	ream	Construction paper pastel colored paper 250 sheets per ream		
22	10	pcs	Stand file box long; Cardboard type box 15x9.5x4.5 "		
23	10	pcs	Lever archfile long black		
24	3	pcs	Metal file tray organizer multi level 4 tier 31.5cm x 29cm x 30cm		
25	1	pcs	Cutter heavy duty size 18mm		
26	1	pcs	Cutter heavy 9mm		
27	1	pck	Cutter blades size 9mm 10 pcs per pack		
28	1	pck	Cutter blades size 18mm 10 pcs per pack		
29	3	pair	Scissors heavy duty stainless steel 8"		
30	1	pc	Metal paper cutter with paper adjuster A3		
31	3	pcs	Stapler No 35		
32	5	box	Staples No 35 5000per box		
33	5	box	Ballpen black 50pcs per box		
34	3	box	Gel pen black 0.5mm 12pcs per box		
35	3	box	Gel pen blue 0.5mm 12pcs per box		
36	10	box	Pencil no.2 graphite 12s per box		
37	2	box	Pencil eraser white 40s		
38	20	pcs	Correction tape		
39	12	pcs	Permanent marker fine black refillable		
40	12	pcs	White board marker black refillable		
41	2	pcs	Permanent marker refill ink black		
42	2	pcs	White board marker refill black		
43	10	box	Permanent Markers black 12pcs per box		
44	100	pcs	Plastic envelop long		
45	2	pcs	Highlighters color: milky yellow		
46	2	pcs	Highlighters color: Creamy peach		
47	2	pcs	Highlighters color: Pink blush		

48	2	pcs	Highlighters color: Lilac Haze		
49	2	pcs	Highlighters color: Hint of mint		
50	2	pcs	Highlighters color: Turquoise		
51	15	pcs	Adhesive tape clear 24mm width		
52	15	pcs	Double sided tape 2cm x 10m/roll		
53	3	pcs	Tape dis[penser black big		
54	10	pcs	Glue 240ml white		
55	2	pcs	Puncher heavy duty with measurement		
56	5	box	Paper fastener metal 50pcs per box		
57	20	box	Paperclips assorted colors 100pcs/box 30mm		
58	20	box	Paperclips assorted colors 100pcs/box 50mm		
59	20	box	Butterfly clips 12 pcs per box size 51mm 12s per box		
60	20	box	Butterfly clips 12 pcs per box size 32mm		
61	10	pcs	Clipboard long black		
62	10	pcs	Clearbook long black		
63	10	pck	Clearbook fillers long 10pcs per pack		
64	1	pc	Storage box size 205L		
65	10	box	Thumb tacks		
66	3	pcs	Metal ruler 30cm		
67	1	pcs	Foldable meter stick		
68	1	pcs	Measuring tape 25ft		
69	2	pcs	Tape measure length 60"		
70	1	pc	Cutting Mat A3 size		
71	1	pck	ID Lace black 50pcs per pack		
72	40	pcs	ID Lace orange		
73	15	pcs	Notebooks size A6 80 leaves		
74	5	pcs	Sketch size A4 60 sheets		
75	2	pcs	Adjustable auto rotary pencil sharpener		
76	1	unit=	External hard drive 1tb		
77	6	pcs	Flashdrive 16gb usb 2.0 high speed flash drive		
			LOT B CLEANING MATERIALS		

78	30	pck	Trashbags size XXL		
79	3	pcs	Trashbin size 11L square garbage bin with swing cover		
80	5	pcs	Doormat gray 40x60cm anti slip area rug rectangle floor		
81	5	pck	Wash cloth square towel 12 per pack		
82	3	pcs	Broom walis tambo		
83	2	pcs	Tornado mop heavy duty		
84	2	pcs	Dustpan black		
85	70	sachet	Powder detergent 65g		
86	2	pcs	Toilet brush set with silicon brizzles and holder		
87	2	pcs	3in1 cleaning brush bathroom kitchen floor scrub white		
88	4	pcs	Window cleaner wiper adjustable green		
89	5	pcs	Multi purpose bathroom cleaner 3.7L		
90	7	pcs	All purpose spray ionized cleaning water spray bottle 500ml		
91	3	pcs	Odor neutralizer (for CR) 300ml		
92	3	pcs	Air freshener disinfectant 340g		
93	2	pcs	Air humidifier 5L UV light purification		
94	5	pcs	Bottle sprayer continuous spray nano mist sprayer alcohol atomizer dispenser 300ml black		
95	1	unit	Vacuum cleaner detachable handheld corded 220V 1500Pa suction power		
96			***nothing follows***		
97					
98					
99					
100					
101					
102					

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Delivery Period
Warranty
Price Validity

Printed Name/Signature

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

Date