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Philippine Government  
Procurement Opportunities

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10609709  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU- CO-ACCOUNTING- SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND EQUIPMENT  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	CO2024-02-0223	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 184,060.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	29/02/2024
<b>Contact Person:</b>	Carolina Sales Barata Procurement Staff Capitol Compound Balanga City Bataan Philippines 2100 63-47-2371341  csbarata@bpsu.edu.ph	<b>Last Updated / Time</b>	28/02/2024 23:52 PM
		<b>Closing Date / Time</b>	04/03/2024 08:00 AM

#### Description

Qty. Unit of Measure Description/Offer  
 3 PIECE STAPLER WITH STAPLE WIRE REMOVER, STANDARD  
 3 PIECE SCISSORS (6)  
 2 PIECE HEAVY DUTY PUNCHER WITH AUTOMATIC CENTERING GAUGE  
 10 BOX BLUE SIGN PEN (0.5)  
 5 BOX BLACK SIGN PEN (0.5)  
 5 BOX LONG BOND PAPER, COPY AND LASER, 80 GSM  
 3 PIECE HEAVY DUTY PLIER TYPE STAPLE WIRE REMOVER  
 20 BOX EPSON INK 003,BLACK  
 5 BOX EPSON INK 003,CYAN  
 5 BOX EPSON INK 003, YELLOW  
 5 BOX EPSON INK 003, MAGENTA  
 20 PIECE CORRECTION TAPE ,8M  
 5 PIECE DOUBLE SIDED TAPE 3/4 50M  
 20 bundle LOOSELEAF COVER  
 10 PAD NOTE PAD, STICK ON, 3 X 3, 100 SHEETS PER PAD  
 10 PAD NOTE PAD, STICK ON, 3 X 4, 100 SHEETS PER PAD  
 10 PAD NOTE PAD, STICK ON, 1 X 1, 100 SHEETS PER PAD  
 15 PAD NOTE PAD, STICK ON, 2 X 3, 100 SHEETS PER PAD  
 10 BOX HARD METAL FASTENER

10 BOX BROTHER TONER TN-2380  
10 BOX BROTHER TONER TN-267 BLACK  
5 BOX BROTHER TONER TN-267 YELLOW  
5 BOX BROTHER TONER TN-267 MAGENTA  
5 BOX BROTHER TONER TN-267 CYAN  
5 PIECE DATA FILE BOX  
5 BOX RUBBER BAND NO. 18  
3 PIECE OFFICE CHAIR WITH ARMREST ADJUSTABLE HEIGHT 360 ROTATE MESH  
2 PIECE EXTERNAL HARD DRIVE , 1TB  
3 PACK BATTERY, DRY CELL, SIZE AA  
3 PACK BATTERY, DRY CELL, SIZE AAA  
3 PIECE TAPE DISPENSER  
10 ROLL TAPE TRANSPARENT 24MM  
\*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*

**Created by** Carolina Sales Barata

**Date Created** 28/02/2024

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C E N T R A L

REQUEST FOR QUOTATION / PROPOSAL

BPSU- CO-ACCOUNTING-  
SUPPLY AND DELIVERY OF  
OFFICE SUPPLIES AND  
EQUIPMENT

Bidder:	Office/Section	ACCOUNTING
Address:	PR no.	CO2024-02-0223
E-Mail Address:	Quotation No.	PhilGeps 2024-02-0042
Contact No.		
TIN.no:(indicate 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.



Carolina S. Barata

Procurement Officer

- 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 184,060.00	
No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	3	PIECE	STAPLER WITH STAPLE WIRE REMOVER, STANDARD		
2	3	PIECE	SCISSORS (6)		
3	2	PIECE	HEAVY DUTY PUNCHER WITH AUTOMATIC CENTERING GAUGE		
4	10	BOX	BLUE SIGN PEN (0.5)		
5	5	BOX	BLACK SIGN PEN (0.5)		
6	5	BOX	LONG BOND PAPER, COPY AND LASER, 80 GSM		
7	3	PIECE	HEAVY DUTY PLIER TYPE STAPLE WIRE REMOVER		
8	20	BOX	EPSON INK 003,BLACK		
9	5	BOX	EPSON INK 003,CYAN		
10	5	BOX	EPSON INK 003, YELLOW		
11	5	BOX	EPSON INK 003, MAGENTA		
12	20	PIECE	CORRECTION TAPE ,8M		
13	5	PIECE	DOUBLE SIDED TAPE 3/4 50M		
14	20	bundle	LOOSELEAF COVER		
15	10	PAD	NOTE PAD, STICK ON, 3 X 3, 100 SHEETS PER PAD		
16	10	PAD	NOTE PAD, STICK ON, 3 X 4, 100 SHEETS PER PAD		
17	10	PAD	NOTE PAD, STICK ON, 1 X 1, 100 SHEETS PER PAD		
18	15	PAD	NOTE PAD, STICK ON, 2 X 3, 100 SHEETS PER PAD		
19	10	BOX	HARD METAL FASTENER		
20	10	BOX	BROTHER TONER TN-2380		
21	10	BOX	BROTHER TONER TN-267 BLACK		
22	5	BOX	BROTHER TONER TN-267 YELLOW		
23	5	BOX	BROTHER TONER TN-267 MAGENTA		
24	5	BOX	BROTHER TONER TN-267 CYAN		
25	5	PIECE	DATA FILE BOX		
26	5	BOX	RUBBER BAND NO. 18		
27	3	PIECE	OFFICE CHAIR WITH ARMREST ADJUSTABLE HEIGHT 360 ROTATE MESH		
28	2	PIECE	EXTERNAL HARD DRIVE , 1TB		

29	3	PACK	BATTERY, DRY CELL, SIZE AA		
30	3	PACK	BATTERY, DRY CELL, SIZE AAA		
31	3	PIECE	TAPE DISPENSER		
32	10	ROLL	TAPE TRANSPARENT 24MM		
			***** NOTHING FOLLOWS *****		

After having carefully read and accepted your General conditions/ We qoute you on the item/s at prices noted above.

Delivery Period

Warranty

Price Validity

Printed Name/Signature

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

Date