



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9630830  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU BC-REGISTRAR- Supply and Delivery of Office supplies for 2nd quarter  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	BC2023-03-084	<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 Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 171,975.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	04/04/2023
<b>Contact Person:</b>	Mary Grace Coloma Forbes Buyer II Don Manuel Banzon Street Balanga City Bataan Philippines 2100 63-47-2371341 63-919-5677446 procurement_bc@bpsu.edu.ph	<b>Last Updated / Time</b>	03/04/2023 09:23 AM
		<b>Closing Date / Time</b>	10/04/2023 12:00 PM

#### Description

10 Ream Paper, Multicopy, 80gsm, size: 216mm x 330mm  
 10 Ream Paper, Multicopy, 80gsm, size: 210mm x 297mm  
 10 Bottle INK CART, HP GT53XL Black  
 5 Bottle INK CART, HP GT52 Magenta  
 5 Bottle INK CART, HP GT52 Yellow  
 5 Bottle INK CART, HP GT52 Cyan  
 5 Cart Canon TO6, black Toner, Cartridge  
 10 Box Sign Pen (0.7) Black liquid gel ink  
 3 Box Sign Pen (0.7) Blue liquid gel ink  
 5 Dozen Binder Clips (2 inch)  
 5 Dozen Binder Clips (1 1/4 inch)  
 5 Dozen Binder Clips (25 mm)  
 1 Box Expanded Envelope Long/ Hard  
 1 Box Expanded Folder Long/ Hard (Green)  
 4 Pcs Tape Dispenser  
 5 Pcs Puncher  
 1 Pcs External Hard Drive (1TB Toshiba)  
 7 Pcs Flash Drive 32 GB  
 8 Pad Sticky notes (7.6 cm x 7.6 cm)  
 5 Pcs Filling Cabinet (steel) 4 layers, Beige, vertical  
 2 Pcs Computer Mouse (wireless)  
 \*\*\*\*\*Nothing Follows\*\*\*\*\*

**Created by** Mary Grace Coloma Forbes

**Date Created** 03/04/2023

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**REQUEST FOR QUOTATION/PROPOSAL**

Company Name: _____ Address: _____ E-Mail Address: _____ Contact No. _____	Office/Section	<b>BC-REGISTRAR- Supply and Delivery of Office supplies for 2nd quarter</b>
	PR no.	<b>BC2023-03-084</b>
	Quotation No.	<b>Philgeps-BC2023-04-021</b>
	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.

  
**MARY GRACE C. FORBES**  
*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: P171,975.00**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	10	Ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm		
2	10	Ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm		
3	10	Bottle	INK CART, HP GT53XL Black		
4	5	Bottle	INK CART, HP GT52 Magenta		
5	5	Bottle	INK CART, HP GT52 Yellow		
6	5	Bottle	INK CART, HP GT52 Cyan		
7	5	Cart	Canon TO6, black Toner, Cartridge		
8	10	Box	Sign Pen (0.7) Black liquid gel ink		
9	3	Box	Sign Pen (0.7) Blue liquid gel ink		
10	5	Dozen	Binder Clips (2 inch)		
11	5	Dozen	Binder Clips (1 1/4 inch)		
12	5	Dozen	Binder Clips (25 mm)		
13	1	Box	Expanded Envelope Long/ Hard		
14	1	Box	Expanded Folder Long/ Hard (Green)		
15	4	Pcs	Tape Dispenser		
16	5	Pcs	Puncher		
17	1	Pcs	External Hard Drive (1TB Toshiba)		
18	7	Pcs	Flash Drive 32 GB		
19	8	Pad	Sticky notes (7.6 cm x 7.6 cm)		
20	5	Pcs	Filing Cabinet (steel) 4 layers, Beige, vertical		
21	2	Pcs	Computer Mouse (wireless)		
22					
23					
			*****Nothing Follows*****		

Delivery Period \_\_\_\_\_  
 Warranty \_\_\_\_\_  
 Price Validity \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Signature

**REQUEST FOR QUOTATION/PROPOSAL**

		<b>Office/Section</b>	<b>BC-REGISTRAR- Supply and Delivery of Office supplies for 2nd quarter</b>
<b>Company Name:</b>	_____		
<b>Address:</b>	_____	<b>PR no.</b>	<b>BC2023-03-084</b>
<b>E-Mail Address:</b>	_____	<b>Quotation No.</b>	<b>Philgeps-BC2023-04-021</b>
<b>Contact No.</b>	_____	<b>TIN.no.</b> <small>(Indicate VAT or Non-Vat)</small>	_____

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**ABC: P171,975.00**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
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Tel.No./Cellphone No./e-mail address

Date