



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9823017  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU MCO ISPS Supply & Delivery of Office Supplies, Equipment, and Fixtures, Consumables  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	MCO 2023-05-428	<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 73,332.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	06/06/2023
<b>Contact Person:</b>	Riezle Clarin Muñoz Procurement Unit Capitol Site Balanga City Bataan Philippines 2100 63-47-2371341 63-932-8662730 rcmunoz@bpsu.edu.ph	<b>Last Updated / Time</b>	05/06/2023 22:47 PM
		<b>Closing Date / Time</b>	09/06/2023 17:00 PM

#### Description

Qty. Unit of Measure Description/Offer  
 3 pcs Gel pen 0.5 Black  
 3 pcs Gel pen 0.5 Red  
 3 pcs Gel pen 0.5 Blue  
 2 btl Ethyl Alcohol 70% Solution with Dual Moisturizer 500ml  
 1 box Pencil #2 Medium yellow; 12 pcs/box  
 1 pc Pencil Sharpener  
 2 pcs Correction tape 6 mtrs min  
 20 pcs Lever Archfile 9.5x15" 2.5"  
 10 pcs Magazine File Organizer; long; heavy duty  
 5 pck Index Tab Assorted colors  
 2 pck Transparent Plastic head push pin  
 1 pc Cork Board with aluminum frame 3x4  
 1 pc Steel ruler 12"  
 5 roll Transparent tape 19m  
 1 pc Puncher 2 hole, heavy-duty, can hold 30 sheets  
 1 pair Multi purpose scissors 8.5"  
 1 pc 2023 Calendar Big  
 1 pc Tape dispenser; heavy duty  
 1 pc Waste basket

2 unit External SSD 1TB  
2 pad Sticky notes 2x2  
30 pcs Expanding Folder ; long; color: green, red, black  
30 pcs Expanding Folder ; short; color: green, red, black  
1 box Fastener metal  
2 pcs 2 Layer Metal desk tray mesh type  
2 ream Bond paper; A4; 100gsm  
2 ream Bond paper; Long; 100gsm  
2 ream Bond paper; Short; 100gsm  
1 pc Office Table  
1 pc Center Table/Sofa Table  
1 pc Office Chair  
1 unit Printer Ecotank 3in1  
2 btl Epson 003 Dye Ink  
\*\*\*nothing follows\*\*\*

**Created by** Riezle Clarin Muñoz

**Date Created** 05/06/2023

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## REQUEST FOR QUOTATION/PROPOSAL

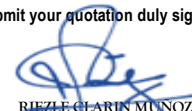
**BPSU MCO ISPS Supply &  
Delivery of Office Supplies,  
Equipment, and Fixtures,  
Consumables**

**Bidder:** \_\_\_\_\_ **Office/Section** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **PR no.** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_ **Quotation No.** \_\_\_\_\_  
**Contact No.** \_\_\_\_\_ **TIN.no:** (indicate VAT or Non-Vat) \_\_\_\_\_

MCO 2023-05-428

Philgeps-2023-06-092mco

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.

  
**RIEZIE 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 73,332.00**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	3	pcs	Gel pen 0.5 Black		
2	3	pcs	Gel pen 0.5 Red		
3	3	pcs	Gel pen 0.5 Blue		
4	2	btl	Ethyl Alcohol 70% Solution with Dual Moisturizer 500ml		
5	1	box	Pencil #2 Medium yellow; 12 pcs/box		
6	1	pc	Pencil Sharpener		
7	2	pcs	Correction tape 6 mtrs min		
8	20	pcs	Lever Archfile 9.5x15" 2.5"		
9	10	pcs	Magazine File Organizer; long; heavy duty		
10	5	pck	Index Tab Assorted colors		
11	2	pck	Transparent Plastic head push pin		
12	1	pc	Cork Board with aluminum frame 3x4		
13	1	pc	Steel ruler 12"		
14	5	roll	Transparent tape 19m		
15	1	pc	Puncher 2 hole, heavy-duty, can hold 30 sheets		
16	1	pair	Multi purpose scissors 8.5"		
17	1	pc	2023 Calendar Big		
18	1	pc	Tape dispenser; heavy duty		
19	1	pc	Waste basket		
20	2	unit	External SSD 1TB		
21	2	pad	Sticky notes 2x2		
22	30	pcs	Expanding Folder ; long; color: green, red, black		
23	30	pcs	Expanding Folder ; short; color: green, red, black		
24	1	box	Fastener metal		
25	2	pcs	2 Layer Metal desk tray mesh type		
26	2	ream	Bond paper; A4; 100gsm		
27	2	ream	Bond paper; Long; 100gsm		
28	2	ream	Bond paper; Short; 100gsm		
29	1	pc	Office Table		
30	1	pc	Center Table/Sofa Table		
31	1	pc	Office Chair		

32	1	unit	Printer Ecotank 3in1		
33	2	btl	Epson 003 Dye Ink		
			***nothing follows***		

jhozle3rd6th7

Delivery Period

Warranty

Price Validity

Printed Name/Signature

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

Date