



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9925910  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU MCO PRES Supply and Delivery of Office Supplies, Equipment and Consumables  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	MCO2023-06-587	<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 123,155.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	10/07/2023
<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>	09/07/2023 21:51 PM
		<b>Closing Date / Time</b>	14/07/2023 01:00 AM

#### Description

Qty. Unit of Measure Description/Offer  
 50 piece SIGN PEN, black liquid or gel  
 50 piece SIGN PEN, blue liquid or gel  
 30 pack BATTERY, dry cell size AA  
 30 pack BATTERY, dry cell size AAA  
 10 can AIR FRESHENER, Aerosol type 150g  
 5 piece BROOM, Soft (Walis Tambo)  
 5 piece BROOM, Thick (Walis Ting-Ting)  
 20 bottle CLEANER, Toilet Bowl and Urinal, 900ml-1000ml  
 12 can CLEANSER, Scouring Powder 350g  
 12 piece DETERGENT BAR, 140G as packed  
 12 pouch DETERGENT POWDER, all purpose 1kg  
 20 can DISINFECTANT SPRAY, Aerosol type 400g  
 5 piece DUST PAN, rigid non-breakable plastic  
 20 can FURNITURE CLEANER, GLADE SPRAY  
 20 bottle LIQUID HAND SOAP, 500ml  
 3 unit TORNADO MOP heavy duty, hard plastic 30 liters capacity  
 20 piece TORNADO MOP HEAD, made of rayon  
 2 bundle RAGS, all cotton, 1 kilo per bundle  
 20 pack TRASHBAG, black 37"x40", XL 10 pieces per roll or pack

7 piece WASTEBASKET, rigid plastic  
 10 bottle INK, for stamp pad, 50ml  
 1 Unit DIGITAL VOICE RESORDER  
 100 pack FACE MASK, KN95 (BLACK, WHITE, PINK GRAY)  
 3 Unit ELECTRIC DESK FAN  
 5 Unit STAPLER standard type  
 5 box STAPLER WIRE, Standard  
 10 roll TAPE, masking 24mm  
 10 roll TAPE, masking 48mm  
 10 roll TAPE, packaging 48mm  
 10 roll TAPE, transparent 24mm  
 10 roll TAPE, transparent 48mm  
 5 Unit CALCULATOR, compact  
 10 box CLIP, backfold 19mm  
 10 box CLIP, backfold 25mm  
 10 box CLIP, backfold 32mm  
 10 box CLIP, backfold 50mm  
 15 piece CORRECTION TAPE, 8 meters  
 5 piece CUTTER/UTILITY KNIFE, for general purpose  
 20 piece DATA FILE BOX  
 50 piece DATA FOLDER  
 5 piece DATING AND STAMPING MACHINE  
 24 box MARKER, Whiteboard, BLACK  
 24 box MARKER, Whiteboard, BLUE  
 24 piece MARKER, Whiteboard, RED  
 6 box PAPER CLIP, Vinyl/Plastic coated 33mm  
 6 box PAPER CLIP, Vinyl/Plastic coated 33mm  
 6 box PAPER CLIP, Vinyl/Plastic coated 50mm JUMBO  
 1 unit PAPER TRIMMER/CUTTING MACHINE, Table top  
 1 box PENCIL, Lead with eraser 1 dozen per box  
 5 piece PENCIL, SHARPENER, manual single cutter head  
 3 piece PUNCHER, Paper, heavy duty  
 1 bundle RING BINDER, plastic 32 mm 10 pieces per bundle  
 1 box RUBBER BAND No., 18, 350g  
 3 piece STAMP PAD  
 5 piece SCISSORS Symmetrical or Asymmetrical  
 5 piece TAPE DISPENSER, Table Top  
 30 pad NOTE PAD, stick on 2"x3" 100 sheets per pad  
 30 pad NOTE PAD, stick on 3"x4" 100 sheets per pad  
 30 pad NOTE PAD, stick on 3"x3" 100 sheets per pad  
 10 piece NOTEBOOK, Stenographer  
 10 pack TISSUE, INTERFOLDED PAPER TOWEL, 150 PULLS  
 10 pack TOILET TISSUE PAPER 2 Ply 12 rolls ina pack  
 5 can INSECTICIDE, 600ML  
 5 piece WINDOW GLASS Wiper cleaner  
 1 unit COFFEE MAKER  
 10 piece DOOR MAT  
 1 unit LAMINATING MACHINE  
 1 ream LAMINATING FILM A4  
 1 ream LAMINATING FILM Long  
 2 set 12 TEA CUPS & 12 SAUCERS  
 12 pieces PLATE  
 12 pieces DRINKING GLASS  
 2 set 12 SPOON & 12 FORK  
 10 pcs ROUND BOWL  
 12 pieces PLACE MAT SQUARE  
 1 unit EXECUTIVE OFFICE CHAIR  
 1 unit OFFICE CHAIR  
 5 pieces FLOOR & TILE BRUSH  
 5 gallon ZONROX  
 10 CAN SOLBAC DISINFECTANT SPRAY  
 10 CAN GLADE AIR FRESHENER  
 10 CAN GLADE TOILET FRESHENER  
 20 BOX CANDLE ACCESSORIES TEALIGHT CANDLE  
 20 BOX INCENSE STICK  
 4 pieces INCENSE STICK HOLDER  
 1 pieces SERVICE Bell / FRONT DESK BELL  
 1 Unit MINI VACUUM  
 1 Unit HUMIDIFIER  
 10 Unit LYSOL  
 1 Unit 10 CUPS RICE COOKER  
 1 Unit ELECTRIC STOVE  
 1 Unit NON STICK FRYING PAN (LARGE)  
 20 pack SANICARE Unscented Facial TISSUE 3ply X 60 pulls

2 pc CALENDAR WHITE BOARD 4x3  
\*\*\*nothing follows\*\*\*

**Created by** Riezle Clarin Muñoz  
**Date Created** 09/07/2023

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## REQUEST FOR QUOTATION/PROPOSAL

**BPSU MCO PRES Supply and  
Delivery of Office Supplies,  
Equipment and  
Consumables**

<b>Bidder:</b> _____ <b>Address:</b> _____ <b>E-Mail Address:</b> _____ <b>Contact No.</b> _____	<b>Office/Section</b> <b>PR no.</b> <b>Quotation No.</b> <b>TIN.no.</b> <small>(Indicate VAT or Non-Vat)</small>	<b>MCO 2023-06-587</b> <b>Philgeps-2023-07-123mco</b>
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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.

  
**RIEZLE CLARIN MUÑOZ**  
*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 P123,155.00**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	50	piece	SIGN PEN, black liquid or gel		
2	50	piece	SIGN PEN, blue liquid or gel		
3	30	pack	BATTERY, dry cell size AA		
4	30	pack	BATTERY, dry cell size AAA		
5	10	can	AIR FRESHENER, Aerosol type 150g		
6	5	piece	BROOM, Soft (Walis Tambo)		
7	5	piece	BROOM, Thick (Walis Ting-Ting)		
8	20	bottle	CLEANER, Toilet Bowl and Urinal, 900ml-1000ml		
9	12	can	CLEANSER, Scouring Powder 350g		
10	12	piece	DETERGENT BAR, 140G as packed		
11	12	pouch	DETERGENT POWDER, all purpose 1kg		
12	20	can	DISINFECTANT SPRAY, Aerosol type 400g		
13	5	piece	DUST PAN, rigid non-breakable plastic		
14	20	can	FURNITURE CLEANER, GLADE SPRAY		
15	20	bottle	LIQUID HAND SOAP, 500ml		
16	3	unit	TORNADO MOP heavy duty, hard plastic 30 liters capacity		
17	20	piece	TORNADO MOP HEAD, made of rayon		
18	2	bundle	RAGS, all cotton, 1 kilo per bundle		
19	20	pack	TRASHBAG, black 37"x40", XL 10 pieces per roll or pack		
20	7	piece	WASTEBASKET, rigid plastic		

21	10	bottle	INK, for stamp pad, 50ml		
22	1	Unit	DIGITAL VOICE RESORDER		
23	100	pack	FACE MASK, KN95 (BLACK, WHITE, PINK GRAY)		
24	3	Unit	ELECTRIC DESK FAN		
25	5	Unit	STAPLER standard type		
26	5	box	STAPLER WIRE, Standard		
27	10	roll	TAPE, masking 24mm		
28	10	roll	TAPE, masking 48mm		
29	10	roll	TAPE, packaging 48mm		
30	10	roll	TAPE, transparent 24mm		
31	10	roll	TAPE, transparent 48mm		
32	5	Unit	CALCULATOR, compact		
33	10	box	CLIP, backfold 19mm		
34	10	box	CLIP, backfold 25mm		
35	10	box	CLIP, backfold 32mm		
36	10	box	CLIP, backfold 50mm		
37	15	piece	CORRECTION TAPE, 8 meters		
38	5	piece	CUTTER/UTILITY KNIFE, for general purpose		
39	20	piece	DATA FILE BOX		
40	50	piece	DATA FOLDER		
41	5	piece	DATING AND STAMPING MACHINE		
42	24	box	MARKER, Whiteboard, BLACK		
43	24	box	MARKER, Whiteboard, BLUE		
44	24	piece	MARKER, Whiteboard, RED		
45	6	box	PAPER CLIP, Vinyl/Plastic coated 33mm		
46	6	box	PAPER CLIP, Vinyl/Plastic coated 33mm		
47	6	box	PAPER CLIP, Vinyl/Plastic coated 50mm JUMBO		
48	1	unit	PAPER TRIMMER/CUTTING MACHINE, Table top		
49	1	box	PENCIL, Lead with eraser 1 dozen per box		
50	5	piece	PENCIL, SHARPENER, manual single cutter head		
51	3	piece	PUNCHER, Paper, heavy duty		
52	1	bundle	RING BINDER, plastic 32 mm 10 pieces per bundle		
53	1	box	RUBBER BAND No., 18, 350g		
54	3	piece	STAMP PAD		
55	5	piece	SCISSORS Symmetrical or Asymmetrical		
56	5	piece	TAPE DISPENSER, Table Top		

57	30	pad	NOTE PAD, stick on 2"x3" 100 sheets per pad		
58	30	pad	NOTE PAD, stick on 3"x4" 100 sheets per pad		
59	30	pad	NOTE PAD, stick on 3"x3" 100 sheets per pad		
60	10	piece	NOTEBOOK, Stenographer		
61	10	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 PULLS		
62	10	pack	TOILET TISSUE PAPER 2 Ply 12 rolls ina pack		
63	5	can	INSECTICIDE, 600ML		
64	5	piece	WINDOW GLASS Wiper cleaner		
65	1	unit	COFFEE MAKER		
66	10	piece	DOOR MAT		
67	1	unit	LAMINATING MACHINE		
68	1	ream	LAMINATING FILM A4		
69	1	ream	LAMINATING FILM Long		
70	2	set	12 TEA CUPS & 12 SAUCERS		
71	12	pieces	PLATE		
72	12	pieces	DRINKING GLASS		
73	2	set	12 SPOON & 12 FORK		
74	10	pcs	ROUND BOWL		
75	12	pieces	PLACE MAT SQUARE		
76	1	unit	EXECUTIVE OFFICE CHAIR		
77	1	unit	OFFICE CHAIR		
78	5	pieces	FLOOR & TILE BRUSH		
79	5	gallon	ZONROX		
80	10	CAN	SOLBAC DISINFECTANT SPRAY		
81	10	CAN	GLADE AIR FRESHENER		
82	10	CAN	GLADE TOILET FRESHENER		
83	20	BOX	CANDLE ACCESSORIES TEALIGHT CANDLE		
84	20	BOX	INCENSE STICK		
85	4	pieces	INCENSE STICK HOLDER		
86	1	pieces	SERVICE Bell / FRONT DESK BELL		
87	1	Unit	MINI VACUUM		
88	1	Unit	HUMIDIFIER		
89	10	Unit	LYSOL		
90	1	Unit	10 CUPS RICE COOKER		
91	1	Unit	ELECTRIC STOVE		
92	1	Unit	NON STICK FRYING PAN (LARGE)		

93	20	pack	SANICARE Unscented Facial TISSUE 3ply X 60 pulls		
94	2	pc	CALENDAR WHITE BOARD 4x3		
95			***nothing follows***		
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*jhozlesrdethz*

Delivery Period

Warranty

Price Validity

Printed Name/Signature

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

Date

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