



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10110134
Procuring Entity BATAAN PENINSULA STATE UNIVERSITY
Title BPSU BC- Supply and Delivery of Consolidated Office Supplies for 3rd and 4th Quarter
Area of Delivery Bataan

Solicitation Number:	BC2023-08-233	Status	Pending
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 Supplies and Devices		
Approved Budget for the Contract:	PHP 283,900.00	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	08/09/2023
Contact Person:	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	Last Updated / Time	07/09/2023 10:54 AM
		Closing Date / Time	12/09/2023 17:00 PM

Description

25 pc Record Book (500Sheets)
 190 pc Ballpen Black i-gel 0.5mm
 166 pc Ballpen Blue i-gel 0.5mm
 98 pc Ballpen Red i-gel 0.5mm
 3 pc Sign pen, black, liquid gel ink, 1.0mm needle tip
 7 pc Sign pen, blue liquid gel ink, 1.0mm needle tip
 78 pc Correction Tape 5mmx8mm
 10 pc Correction Tape, Film Base Type, UL 6, min
 6 pc Scissors Symmetrical
 45 box Paper Clip Vinyl (33mm)
 31 pc Permanent Marker Black
 8 pc Permanent Marker Blue
 3 pc Permanent Marker Red
 8 roll Masking Tape width: 48mm
 3 roll Double Sided Tape w/o foam 24mm
 10 roll Stationary Tape 1"
 50 pc Long Brown Envelope
 1 pc Tape Dispenser Table Top Heavy Duty
 1 pc Calculator Heavy Duty
 2 pc A5 Notebook
 1 pack A4 Laminating Film 125 mic (100 sheets)
 60 btl. Epson Ink 003 Black (L3110)

45 btl. Epson Ink 003 Yellow (L3110)
 45 btl. Epson Ink 003 Magenta (L3110)
 45 btl. Epson Ink 003 Cyan (L3110)
 5 roll Transparent Tape width: 42mm
 15 roll Transparent Tape width: 48mm
 3 roll Double Sided Tape w/Foam 48mm
 3 roll Double Sided Tape w/Foam 24mm
 5 roll Double Sided Tape 24mm
 3 roll Double Sided Tape w/Foam 18 mm
 1 roll Double Sided tape with Foam, 1/2 "
 1 roll Double Sided tape with Foam, 3/4"
 1 roll Double sided tape without foam 1/2"
 1 roll Double sided tape without foam 3/4 "
 2 bundle White Folder Long
 5 roll Packing Tape width: 48mm
 23 roll Tape Transparent 24mm
 3 pc Data File Box
 2 pcs Stamp Pad "Received" and other
 1 pcs Paper Cutter, Size A3/A4/A5/B4, Wood Base
 152 ream Paper, Multicopy, A4, 80gsm, 500 sheets per ream
 220 ream Paper, Multicopy Legal, 80gsm, 500 sheets /ream
 5 ream Paper Multicopy 8.5x11, 80gsm 500 sheets per ream
 20 ream Paper Multipurpose, A4 500 sheets 70 gsm
 20 ream Paper Multipurpose, Legal 500 sheets 70 gsm
 4 btl. Ink Cartridge, Epson C13T664100 (T6641) Black
 2 btl. Ink Cartridge, Epson C13T664200 (T6642) Cyan
 2 btl. Ink Cartridge, Epson C13T664300 (T6643) Magenta
 2 btl. Ink Cartridge, Epson C13T664400 (T6644) Yellow
 1 roll Masking Tape 24mm
 35 pack Battery, dry cell, AA, 2 pcs. /pack
 47 pack Battery, dry cell, AAA, 2 pcs. /pack
 14 box Staple Wire (Standard)
 27 box Clip Backfold (19mm)
 27 box Clip Backfold (25mm)
 17 box Clip Backfold (32mm)
 15 box Clip Backfold (50mm)
 85 pc Whiteboard Marker (black)
 42 pc Whiteboard Marker (blue)
 30 pc Whiteboard Marker (red)
 5 box Pencil, lead / graphile , w/ eraser, 1 dozen /box
 5 box Paper Clip Vinyl Coated , jumbo (50mm)
 1 pc Stapler, standard type
 1 pc Laminating Film, 8.5 x13
 11 pack Photo Paper A4 High Gloss
 1 pack Sticker Paper Non Glossy A4
 6 btl. Canon Ink 70, Black
 4 btl. Canon Ink 70, Yellow
 4 btl. Canon Ink 70, Cyan
 4 btl. Canon Ink 70, Magenta
 6 pad Noted Pad Stick On 50mm x 76mm (2"x3")
 6 pad Noted Pad Stick On 50mm x 76mm (3"x3")
 1 pack Rechargable AA Battery with Charger (2pcs blister pack)
 12 pc DATA Folder, made of chip board, Taglia Lock (horizontal)
 2 pc Clearbook, 20 transparent pockets, for legal size
 15 pack Specialty Paper (colored white)s. 24 -A4
 10 pack Specialty Paper , Workx A4 200 gsm/100pcs
 1 box Envelope Documentary Legal
 5 pc File Organizer, expanding, plastic, legal
 1 box Folder, Pressboard Legal
 2 pc Stamp Pad, felt
 30 pc Eraser Felt, for blackboard / whiteboard
 1 unit External Hard Drive 1TB
 5 pc Metal Ballpoint Signpen 1.0
 6 pc Stapler with remover
 2 pc Cork Board w/ Aluminum, size 3/4
 *****Nothing Follows*****

Created by Mary Grace Coloma Forbes

Date Created 07/09/2023

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contact person/s of the concerned party.



REQUEST FOR QUOTATION/PROPOSAL

Company Name:

Address:

E-Mail Address:

Contact No.

Office/Section

PR no.

Quotation No.

TIN.no¹ (indicate VAT or Non-Vat)

BC- Supply and Delivery of
Consolidated Office Supplies for
3rd and 4th Quarter

BC2023-08-233

Philgeps-BC2023-09-043

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: **P283,900.00**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	25	pc	Record Book (500Sheets)		
2	190	pc	Ballpen Black i-gel 0.5mm		
3	166	pc	Ballpen Blue i-gel 0.5mm		
4	98	pc	Ballpen Red i-gel 0.5mm		
5	3	pc	Sign pen, black, liquid gel ink, 1.0mm needle tip		
6	7	pc	Sign pen, blue liquid gel ink, 1.0mm needle tip		
7	78	pc	Correction Tape 5mmx8mm		
8	10	pc	Correction Tape, Film Base Type, UL 6, min		
9	6	pc	Scissors Symmetrical		
10	45	box	Paper Clip Vinyl (33mm)		
11	31	pc	Permanent Marker Black		
12	8	pc	Permanent Marker Blue		
13	3	pc	Permanent Marker Red		
14	8	roll	Masking Tape width: 48mm		
15	3	roll	Double Sided Tape w/o foam 24mm		
16	10	roll	Stationary Tape 1"		
17	50	pc	Long Brown Envelope		
18	1	pc	Tape Dispenser Table Top Heavy Duty		
19	1	pc	Calculator Heavy Duty		

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No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
20	2	pc	A5 Notebook		
21	1	pack	A4 Laminating Film 125 mic (100 sheets)		
22	60	btl.	Epson Ink 003 Black (L3110)		
23	45	btl.	Epson Ink 003 Yellow (L3110)		
24	45	btl.	Epson Ink 003 Magenta (L3110)		
25	45	btl.	Epson Ink 003 Cyan (L3110)		
26	5	roll	Transparent Tape width: 42mm		
27	15	roll	Transparent Tape width: 48mm		
28	3	roll	Double Sided Tape w/Foam 48mm		
29	3	roll	Double Sided Tape w/Foam 24mm		
30	5	roll	Double Sided Tape 24mm		
31	3	roll	Double Sided Tape w/Foam 18 mm		
32	1	roll	Double Sided tape with Foam, 1/2 "		
33	1	roll	Double Sided tape with Foam, 3/4"		
34	1	roll	Double sided tape without foam 1/2"		
35	1	roll	Double sided tape without foam 3/4 "		
36	2	bundle	White Folder Long		
37	5	roll	Packing Tape width: 48mm		



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No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
38	23	roll	Tape Transparent 24mm		
39	3	pc	Data File Box		
40	2	pcs	Stamp Pad "Received" and other		
41	1	pcs	Paper Cutter, Size A3/A4/A5/B4, Wood Base		
42	152	ream	Paper, Multicopy, A4, 80gsm, 500 sheets per ream		
43	220	ream	Paper, Multicopy Legal, 80gsm, 500 sheets /ream		
44	5	ream	Paper Multicopy 8.5x11, 80gsm 500 sheets per ream		
45	20	ream	Paper Multipurpose, A4 500 sheets 70 gsm		
46	20	ream	Paper Multipurpose, Legal 500 sheets 70 gsm		
47	4	btl.	Ink Cartridge, Epson C13T664100 (T6641) Black		
48	2	btl.	Ink Cartridge, Epson C13T664200 (T6642) Cyan		
49	2	btl.	Ink Cartridge, Epson C13T664300 (T6643) Magenta		
50	2	btl.	Ink Cartridge, Epson C13T664400 (T6644) Yellow		
51	1	roll	Masking Tape 24mm		
52	35	pack	Battery, dry cell, AA, 2 pcs. /pack		
53	47	pack	Battery, dry cell, AAA, 2 pcs. /pack		
54	14	box	Staple Wire (Standard)		
55	27	box	Clip Backfold (19mm)		



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No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
56	27	box	Clip Backfold (25mm)		
57	17	box	Clip Backfold (32mm)		
58	15	box	Clip Backfold (50mm)		
59	85	pc	Whiteboard Marker (black)		
60	42	pc	Whiteboard Marker (blue)		
61	30	pc	Whiteboard Marker (red)		
62	5	box	Pencil, lead / graphile , w/ eraser, 1 dozen /box		
63	5	box	Paper Clip Vinyl Coated , jumbo (50mm)		
64	1	pc	Stapler, standard type		
65	1	pc	Laminating Film, 8.5 x13		
66	11	pack	Photo Paper A4 High Gloss		
67	1	pack	Sticker Paper Non Glossy A4		
68	6	btl.	Canon Ink 70, Black		
69	4	btl.	Canon Ink 70, Yellow		
70	4	btl.	Canon Ink 70, Cyan		
71	4	btl.	Canon Ink 70, Magenta		
72	6	pad	Noted Pad Stick On 50mm x 76mm (2"x3")		
73	6	pad	Noted Pad Stick On 50mm x 76mm (3"x3")		



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ABC: P283,900.00

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
74	1	pack	Rechargable AA Battery with Charger (2pcs blister pack)		
75	12	pc	DATA Folder, made of chip board, Taglia Lock (horizontal)		
76	2	pc	Clearbook, 20 transparent pockets, for legal size		
77	15	pack	Specialty Paper (colored white)s. 24 -A4		
78	10	pack	Specialty Paper , Workx A4 200 gsm/100pcs		
79	1	box	Envelope Documentary Legal		
80	5	pc	File Organizer, expanding, plastic, legal		
81	1	box	Folder, Pressboard Legal		
82	2	pc	Stamp Pad, felt		
83	30	pc	Eraser Felt, for blackboard / whiteboard		
84	1	unit	External Hard Drive 1TB		
85	5	pc	Metal Ballpoint Signpen 1.0		
86	6	pc	Stapler with remover		
87	2	pc	Cork Board w/ Aluminum, size 3/4		
			*****Nothing Follows*****		

Delivery Period

Warranty

Price Validity

Printed Name/Signature

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



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