



Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10618548
Procuring Entity BATAAN PENINSULA STATE UNIVERSITY
Title BPSU- CO-IA- SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND EQUIPMENT
Area of Delivery Bataan

Solicitation Number:	CO2024-02-0231	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 Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 52,318.56	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	02/03/2024
Contact Person:	Carolina Sales Barata Procurement Staff Capitol Compound Balanga City Bataan Philippines 2100 63-47-2371341 csbarata@bpsu.edu.ph	Last Updated / Time	01/03/2024 20:54 PM
		Closing Date / Time	06/03/2024 08:00 AM

Description

Qty. Unit of Measure Description/Offer
 5 Bottle Alcohol, Ethyl, 500 MI
 3 Piece Eraser, Plastic/Rubber
 6 Piece Sign Pen, Extra Fine Tip, Blue
 2 Pack Battery, Dry Cell, Size AA (4s)
 2 Pack Battery, Dry Cell, Size AAA (4s)
 1 Bottle Air Freshener
 3 Bottle Hand Soap, Liquid
 3 Pack/Roll Trashbag, Large Size
 3 Piece Wastebasket
 1 Bottle Ink, For Stamp Pad
 1 Unit Digital Voice Recorder
 3 Box Face Mask
 2 Pack Carbon Film, Legal Size (10s)
 1 Unit External Hard Drive (1TB)
 3 Piece Flash Drive (32GB)
 2 Bottle Glue, All-Purpose
 5 Box Staple Wire, Standard
 5 Roll Tape, Masking, 24mm
 2 Roll Tape, Packaging, 48 mm

5 Roll Tape, Transparent, 24mm
 3 Roll Tape, Transparent, 48 mm
 1 Roll Twine, Plastic
 3 Piece Ruler, Flexible, Plastic
 1 Unit Calculator, Compact, 12 digits
 20 Box Clip, Backfold, 19mm
 5 Box Clip, Backfold, 25mm
 5 Box Clip, Backfold, 32mm
 5 Box Clip, Backfold, 50mm
 3 Piece Correction Tape
 1 Piece Dater Stamp
 1 Box Envelope, Documentary, Legal,
 1 Box Envelope, Expanding, Kraft
 20 Piece Envelope, Expanding, Plastic
 1 Piece Eraser, Felt, For Blackboard/Whiteboard
 2 Box Fastener
 1 Bundle Folder, Fancy With Slide, Legal
 1 Pack Folder with tab, Legal
 20 Piece Folder , Expanded, Legal
 3 Piece Marker, Permanent, Black
 3 Piece Marker, Permanent, Blue
 3 Piece Marker, Whiteboard, Black
 3 Piece Marker, Whiteboard, Blue
 10 Box Paper Clip, Vinyl/Plastic Coated, 33mm
 3 Box Paper Clip, Vinyl/Plastic Coated, Jumbo, 50mm
 1 Unit Paper Shredder
 1 Unit Paper Trimmer/Cutting Machine
 1 Box Pencil, Lead/Graphite, With Eraser
 1 Piece Pencil Sharpener
 1 Piece Puncher, Paper, Heavy-Duty
 1 Unit Binding and Punching Machine
 3 Piece Binding Ring/Comb, Plastic, 32 mm
 1 Box Rubber Band No. 18
 1 Piece Stamp Pad, Felt
 3 Pair Scissors, Symmetrical/Asymmetrical
 3 Piece Stapler, Standard Type
 1 Piece Tape Dispenser, Tabletop
 3 Pad Notepad, Stick-On, 50mm x 76mm
 3 Pad Notepad, Stick-On, 76mm x 100mm
 3 Pad Notepad, Stick-On, 76mm x 76mm
 3 Piece Steno Notebook
 10 Ream Paper, Multicopy, 80gsm, A4
 10 Ream Paper, Multicopy, 80gsm, LEGAL
 2 Book Record Book, 300 Pages
 2 Book Record Book, 500 Pages
 5 Pack Toilet Tissue Paper, 2 Ply, 12 rolls
 ***** NOTHING FOLLOWS *****

Created by Carolina Sales Barata

Date Created 01/03/2024

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C E N T R A L

REQUEST FOR QUOTATION / PROPOSAL

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

Bidder:

Address:

E-Mail Address:

Contact No.

TIN.no:(indicate VAT)

Office/Section

PR no.


Quotation No.

INTERNAL AUDITOR

CO2024-02-0231

PhilGeps 2024-03-0043

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 52,318.56	
No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost	
1	5	Bottle	Alcohol, Ethyl, 500 MI			
2	3	Piece	Eraser, Plastic/Rubber			
3	6	Piece	Sign Pen, Extra Fine Tip, Blue			
4	2	Pack	Battery, Dry Cell, Size AA (4s)			
5	2	Pack	Battery, Dry Cell, Size AAA (4s)			
6	1	Bottle	Air Freshener			
7	3	Bottle	Hand Soap, Liquid			
8	3	Pack/Roll	Trashbag, Large Size			
9	3	Piece	Wastebasket			
10	1	Bottle	Ink, For Stamp Pad			
11	1	Unit	Digital Voice Recorder			
12	3	Box	Face Mask			
13	2	Pack	Carbon Film, Legal Size (10s)			
14	1	Unit	External Hard Drive (1TB)			
15	3	Piece	Flash Drive (32GB)			
16	2	Bottle	Glue, All-Purpose			
17	5	Box	Staple Wire, Standard			
18	5	Roll	Tape, Masking, 24mm			
19	2	Roll	Tape, Packaging, 48 mm			
20	5	Roll	Tape, Transparent, 24mm			
21	3	Roll	Tape, Transparent, 48 mm			
22	1	Roll	Twine, Plastic			
23	3	Piece	Ruler, Flexible, Plastic			
24	1	Unit	Calculator, Compact, 12 digits			
25	20	Box	Clip, Backfold, 19mm			
26	5	Box	Clip, Backfold, 25mm			
27	5	Box	Clip, Backfold, 32mm			
28	5	Box	Clip, Backfold, 50mm			
29	3	Piece	Correction Tape			
30	1	Piece	Dater Stamp			
31	1	Box	Envelope, Documentary, Legal,			
32	1	Box	Envelope, Expanding, Kraft			
33	20	Piece	Envelope, Expanding, Plastic			
34	1	Piece	Eraser, Felt, For Blackboard/Whiteboard			

35	2	Box	Fastener		
36	1	Bundle	Folder, Fancy With Slide, Legal		
37	1	Pack	Folder with tab, Legal		
38	20	Piece	Folder , Expanded, Legal		
39	3	Piece	Marker, Permanent, Black		
40	3	Piece	Marker, Permanent, Blue		
41	3	Piece	Marker, Whiteboard, Black		
42	3	Piece	Marker, Whiteboard, Blue		
43	10	Box	Paper Clip, Vinyl/Plastic Coated, 33mm		
44	3	Box	Paper Clip, Vinyl/Plastic Coated, Jumbo, 50mm		
45	1	Unit	Paper Shredder		
46	1	Unit	Paper Trimmer/Cutting Machine		
47	1	Box	Pencil, Lead/Graphite, With Eraser		
48	1	Piece	Pencil Sharpener		
49	1	Piece	Puncher, Paper, Heavy-Duty		
50	1	Unit	Binding and Punching Machine		
51	3	Piece	Binding Ring/Comb, Plastic, 32 mm		
52	1	Box	Rubber Band No. 18		
53	1	Piece	Stamp Pad, Felt		
54	3	Pair	Scissors, Symmetrical/Asymmetrical		
55	3	Piece	Stapler, Standard Type		
56	1	Piece	Tape Dispenser, Tabletop		
57	3	Pad	Notepad, Stick-On, 50mm x 76mm		
58	3	Pad	Notepad, Stick-On, 76mm x 100mm		
59	3	Pad	Notepad, Stick-On, 76mm x 76mm		
60	3	Piece	Steno Notebook		
61	10	Ream	Paper, Multicopy,80gsm, A4		
62	10	Ream	Paper, Multicopy, 80gsm, LEGAL		
63	2	Book	Record Book, 300 Pages		
64	2	Book	Record Book, 500 Pages		
65	5	Pack	Toilet Tissue Paper, 2 Ply, 12 rolls		
			***** 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