



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10618572  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU- CO-ETSO- SUPPLY AND DELIVERY OF OFFICE SUPPLIES  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	CO2024-02-0246	<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 77,605.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	02/03/2024
<b>Contact Person:</b>	Carolina Sales Barata Procurement Staff Capitol Compound Balanga City Bataan Philippines 2100 63-47-2371341  csbarata@bpsu.edu.ph	<b>Last Updated / Time</b>	01/03/2024 21:14 PM
		<b>Closing Date / Time</b>	06/03/2024 08:00 AM

#### Description

Qty. Unit of Measure Description/Offer  
 25 pieces Sign Pen, gel type,0.5, Black  
 25 pieces Sign Pen, gel type,0.5, Blue  
 50 pieces Ballpen, black  
 5 jar Glue, all-purpose  
 10 roll Tape, transparent, 1"  
 10 roll Tape, double-sided, with foam, 1"  
 60 reams Bond Paper, Long, 70-80gsm  
 20 reams Bond Paper, A4, 70-80gsm  
 5 packs Folder, L-Type, Legal, 50 pcs/pack  
 5 packs Folder, L-Type, A4, 50 pcs/pack  
 5 pieces Correction Tape, 8 meters  
 10 cart Brother Laser Toner Cartridge TN-2380  
 10 packs Sticker Paper, MATTE/GLOSSY, 10'S  
 5 packs Work Specialty Paper, Pale Cream, A4, 90gsm, 100's  
 5 packs Work Specialty Paper, Pale Cream, Short, 90gsm, 100's  
 10 bottles EPSON Ink, T6641, Black  
 10 bottles EPSON Ink, T6642, Cyan  
 10 bottles EPSON Ink, T6643, Magenta  
 10 bottles EPSON Ink, T6644, Yellow

12 pieces Data File Box  
5 packs Trash bag, black, 37" x 40", XL, 10pcs/roll or pack  
3 pieces Stabilo Highlighter , pink/green/yellowgreen  
\*\*\*\*\* 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-ETSO- SUPPLY  
AND DELIVERY OF OFFICE  
SUPPLIES

Bidders:

Address:

E-Mail Address:

Contact No.

TIN.no:(indicate VAT)

Office/Section

PR no.


Quotation No.

ETSO

CO2024-02-0246

PhilGeps 2024-03-0044

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 77,605.00	
No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost	
1	25	pieces	Sign Pen, gel type,0.5, Black			
2	25	pieces	Sign Pen, gel type,0.5, Blue			
3	50	pieces	Ballpen, black			
4	5	jar	Glue, all-purpose			
5	10	roll	Tape, transparent, 1"			
6	10	roll	Tape, double-sided, with foam, 1"			
7	60	reams	Bond Paper, Long, 70-80gsm			
8	20	reams	Bond Paper, A4, 70-80gsm			
9	5	packs	Folder, L-Type, Legal, 50 pcs/pack			
10	5	packs	Folder, L-Type, A4, 50 pcs/pack			
11	5	pieces	Correction Tape, 8 meters			
12	10	cart	Brother Laser Toner Cartridge TN-2380			
13	10	packs	Sticker Paper, MATTE/GLOSSY, 10'S			
14	5	packs	Work Specialty Paper, Pale Cream, A4, 90gsm, 100's			
15	5	packs	Work Specialty Paper, Pale Cream, Short, 90gsm, 100's			
16	10	bottles	EPSON Ink, T6641, Black			
17	10	bottles	EPSON Ink, T6642, Cyan			
18	10	bottles	EPSON Ink, T6643, Magenta			
19	10	bottles	EPSON Ink, T6644, Yellow			
20	12	pieces	Data File Box			
21	5	packs	Trash bag, black, 37" x 40", XL, 10pcs/roll or pack			
22	3	pieces	Stabilo Highlighter , pink/green/yellowgreen			
			***** 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