



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10677396

Procuring Entity BATAAN PENINSULA STATE UNIVERSITY

Title BPSU MC ADSO Supply and Delivery of Office Supplies for 2024 First Quarter

Area of Delivery Bataan

Solicitation Number:	MC24-03-195	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 85,532.91	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	20/03/2024
Contact Person:	Kimberly Mhay Dela Rosa Almendras Procurement Unit Capitol Site Balanga City Bataan Philippines 2100 63-47-2371341 63-915-5454680 kmdalmendras@bpsu.edu.ph	Last Updated / Time	19/03/2024 14:00 PM
		Closing Date / Time	25/03/2024 08:00 AM

Description 1 6 piece MARKER, Permanent, Red 2 6 piece MARKER, Whiteboard, Black 3 6 piece MARKER, Whiteboard, Blue 4 6 piece MARKER, Whiteboard, Red 5 5 box PAPER CLIP, vinly/plastic coated, 33mm 6 5 box PAPER CLIP, vinly/plastic coated, jumbo, 50mm 7 1 unit PAPER SHREDDER 8 2 piece STAMP PAD, felt 9 5 pair SCISSORS, symmetrical/asymmetrical 10 2 piece STAPLER, standard type 11 2 unit STAPLER, heavy duty (binder) 12 2 pack CARTOLINA, assorted colors 13 5 pad NOTEPAD, stick-on, 50mm x 76mm 14 5 pad NOTEPAD, stick-on, 76mm x 100mm 15 5 pad NOTEPAD, stick-on, 76mm x 76mm 16 20 ream PAPER, MULTICOPY A4 17 6 piece MARKER, Permanent, Blue 18 20 ream PAPER, MULTIPURPOSE A4 19 40 ream PAPER, MULTIPURPOSE LEGAL 20 10 bottle HAND SANITIZER 21 30 cart INK CARTRIDGE, C13T664100 (T6641), Black 22 30 cart INK CARTRIDGE, C13T664200 (T6642), Cyan 23 30 cart INK CARTRIDGE, C13T664300 (T6643), Magenta 24 30 cart INK CARTRIDGE, C13T664400 (T6644), Yellow 25 6 piece MARKER, Permanent, Black 26 3 gallon ALCOHOL, Ethyl, 1 Gallon 27 5 box CLEARBOOK, A4 size 28 5 box CLEARBOOK, Legal size 29 20 piece SIGN PEN, Extra Fine Tip, Black 30 30 piece SIGN PEN, Fine Tip, Black 31 30 piece SIGN PEN, Medium Tip, Black 32 10 piece SIGN PEN, Extra Fine Tip, Blue 33 10 piece SIGN PEN, Fine Tip, Blue 34 10 piece SIGN PEN, Medium Tip, Blue 35 10 piece SIGN PEN, Extra Fine Tip, Red 36 10 piece SIGN PEN, Fine Tip, Red 37 10 piece SIGN PEN, Medium Tip, Red 38 5 piece BATTERY, dry cell, size AA 39 5 piece BATTERY, dry cell, size AAA 40 5 piece BATTERY, dry cell, size D 41 5 piece AIR FRESHENER 42 1 piece BROOM (Walis Tambo) 43 1 piece BROOM (Walis Ting-ting)
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44	5 piece DISINFECTANT SPRAY
45	5 piece DUST PAN
46	2 piece FURNITURE CLEANER
47	5 piece HAND SOAP, liquid
48	5 roll TRASHBAG, XXL size
49	10 roll TRASHBAG, Large size
50	5 piece INK, for stamp pad
51	20 box FACE MASK
52	1 unit FIRE EXTINGUISHER, dry chemical
53	2 piece CALCULATOR, Compact
54	20 piece CORRECTION TAPE
55	5 piece DATA FILE BOX
56	5 piece DATA FOLDER
57	2 piece DATER STAMP
58	2 piece ERASER, felt, for blackboard/whiteboard
59	6 piece MARKER, Flourescent
***** Nothing Follows *****	

Created by

Kimberly Mhay Dela Rosa Almendras

Date Created

19/03/2024

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M A I N C A M P U S

REQUEST FOR QUOTATION / PROPOSAL

**BPSU MC ADSO Supply and
Delivery of Office Supplies for
2024 First Quarter**

Bidder: _____
Address: _____
Email Address: _____
Contact No. : _____
TIN No. : _____

Office/Section
PR no.
Quotation No.

MC-ADSO
MC24-03-195
Philgeps 2024-03-016

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.

Kimberly Mhay D. Almendras
KIMBERLY MHAY D. ALMENDRAS
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 P85,532.91

No.	Qty.	Unit of Measure	DESCRIPTION	Unit Price	Total Cost
1	6	piece	MARKER, Permanent, Red		
2	6	piece	MARKER, Whiteboard, Black		
3	6	piece	MARKER, Whiteboard, Blue		
4	6	piece	MARKER, Whiteboard, Red		
5	5	box	PAPER CLIP, vinly/plastic coated, 33mm		
6	5	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		
7	1	unit	PAPER SHREDDER		
8	2	piece	STAMP PAD, felt		
9	5	pair	SCISSORS, symmetrical/asymmetrical		
10	2	piece	STAPLER, standard type		
11	2	unit	STAPLER, heavy duty (binder)		
12	2	pack	CARTOLINA, assorted colors		
13	5	pad	NOTEPAD, stick-on, 50mm x 76mm		
14	5	pad	NOTEPAD, stick-on, 76mm x 100mm		
15	5	pad	NOTEPAD, stick-on, 76mm x 76mm		
16	20	ream	PAPER, MULTICOPY A4		
17	6	piece	MARKER, Permanent, Blue		
18	20	ream	PAPER, MULTIPURPOSE A4		
19	40	ream	PAPER, MULTIPURPOSE LEGAL		
20	10	bottle	HAND SANITIZER		
21	30	cart	INK CARTRIDGE, C13T664100 (T6641), Black		
22	30	cart	INK CARTRIDGE, C13T664200 (T6642), Cyan		
23	30	cart	INK CARTRIDGE, C13T664300 (T6643), Magenta		
24	30	cart	INK CARTRIDGE, C13T664400 (T6644), Yellow		
25	6	piece	MARKER, Permanent, Black		
26	3	gallon	ALCOHOL, Ethyl, 1 Gallon		
27	5	box	CLEARBOOK, A4 size		
28	5	box	CLEARBOOK, Legal size		
29	20	piece	SIGN PEN, Extra Fine Tip, Black		

30	30	piece	SIGN PEN, Fine Tip, Black		
31	30	piece	SIGN PEN, Medium Tip, Black		
32	10	piece	SIGN PEN, Extra Fine Tip, Blue		
33	10	piece	SIGN PEN, Fine Tip, Blue		
34	10	piece	SIGN PEN, Medium Tip, Blue		
35	10	piece	SIGN PEN, Extra Fine Tip, Red		
36	10	piece	SIGN PEN, Fine Tip, Red		
37	10	piece	SIGN PEN, Medium Tip, Red		
38	5	piece	BATTERY, dry cell, size AA		
39	5	piece	BATTERY, dry cell, size AAA		
40	5	piece	BATTERY, dry cell, size D		
41	5	piece	AIR FRESHENER		
42	1	piece	BROOM (Walis Tambo)		
43	1	piece	BROOM (Walis Ting-ting)		
44	5	piece	DISINFECTANT SPRAY		
45	5	piece	DUST PAN		
46	2	piece	FURNITURE CLEANER		
47	5	piece	HAND SOAP, liquid		
48	5	roll	TRASHBAG, XXL size		
49	10	roll	TRASHBAG, Large size		
50	5	piece	INK, for stamp pad		
51	20	box	FACE MASK		
52	1	unit	FIRE EXTINGUISHER, dry chemical		
53	2	piece	CALCULATOR, Compact		
54	20	piece	CORRECTION TAPE		
55	5	piece	DATA FILE BOX		
56	5	piece	DATA FOLDER		
57	2	piece	DATER STAMP		
58	2	piece	ERASER, felt, for blackboard/whiteboard		
59	6	piece	MARKER, Flourescent		
			***** Nothing Follows *****		

Warranty _____
Price Validity _____

Printed Name/Signature

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

Date