



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9498741
Procuring Entity BATAAN PENINSULA STATE UNIVERSITY
Title BPSU BC-Guidance- Supply and Delivery of office Supplies for 1st quarter
Area of Delivery Bataan

Solicitation Number:	BC2023-02-051	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Shopping	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment Supplies and Consumables	Date Published	21/02/2023
Approved Budget for the Contract:	PHP 67,350.00	Last Updated / Time	20/02/2023 16:10 PM
Delivery Period:	15 Day/s	Closing Date / Time	23/02/2023 12:00 PM
Client Agency:			
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		

Description

5 bottle INK BOTTLES, EPSON 001, Pigment Black Ink
 5 bottle INK BOTTLES, EPSON 001, Cyan Ink
 5 bottle INK BOTTLES, EPSON 001, Magenta Ink
 5 bottle INK BOTTLES, EPSON 001, Yellow Ink
 5 bottle INK BOTTLES, EPSON 003, Pigment Black Ink
 5 bottle INK BOTTLE, EPSON 003, Cyan Ink
 5 bottle INK BOTTLE, EPSON 003, Magenta Ink
 5 bottle INK BOTTLES, EPSON 003, Yellow Ink
 6 piece Clearbook, 20 transparent pockets, A4
 6 piece Clearbook, 20 transparent pockets, Legal
 20 piece Sign Pen, Black, liquid or gel
 20 piece Sign Pen, Blue, liquid or gel
 20 piece Sign Pen, Red, liquid or gel
 2 bottle Ink, for stamp pad, 50ml
 2 piece Mouse, Optical, USB connection type
 2 box Staple Wire, standard
 3 roll Tape, Masking, 24mm
 3 roll Tape, Masking, 48mm
 3 roll Tape, Packaging, 48mm
 3 roll Tape, Transparent, 24mm
 3 roll Tape, Transparent, 48mm
 2 Unit Calculator, Compact
 4 box Clip, backfold, 19mm

4 box Clip, backfold, 25mm
 4 box Clip, backfold, 32mm
 4 box Clip, backfold, 50mm
 8 piece Correction Tape, 8 meters
 6 piece Cutter/Utility Knife, for general purpose
 10 piece Data File Box
 10 piece Data Folder
 2 piece Dating and Stamping Machine
 1 box Envelope, Documentary, A4, 500 pieces per box
 1 box Envelope, Documentary, legal, 500 pieces per box
 1 box Envelope, Expanding, Kraft, 100 pieces per box
 1 bundle Folder, clear with slide, A4, 50 pieces per bundle
 1 bundle Folder, clear with slide, legal, 50 pieces per bundle
 5 packs Folder, L-type, A4, 50 pieces per pack
 5 packs Folder, L-type, legal, 50 pieces per pack
 1 box Folder, pressboard, 100 pieces per box
 1 packs Folder with Tab, A4, 100 pieces per pack
 1 packs Folder with Tab, legal, 100 pieces per pack
 5 piece Magazine file box, large
 2 box Marker, fluorescent, assorted
 10 piece Marker, Permanent, Black
 10 piece Marker, Permanent, Blue
 10 piece Marker, Permanent, Red
 10 piece Marker, Whiteboard, Black
 10 piece Marker, Whiteboard, Blue
 10 piece Marker, Whiteboard, Red
 2 piece Pencil Sharpener, manual, single cutter head
 2 piece Puncher, paper, heavy duty
 2 bundle Ring Binder, plastic, 32mm, 10 pcs per bundle
 4 piece Stamp Pad, felt
 3 pair Scissors, symmetrical or asymmetrical
 3 piece Stapler, standard type
 2 piece Staple remover, plier type
 3 piece Tape Dispenser, Table top
 5 piece Note Pad, stick on, 2" x 3", 100 sheets per pad
 5 piece Note Pad, stick on, 3" x 4", 100 sheets per pad
 5 piece Note Pad, stick on, 3" x 3", 100 sheets per pad
 20 reams Paper, multicopy, A4, 500 sheets per ream
 20 reams Paper, multicopy, legal, 500 sheets per ream
 20 reams Paper, multipurpose, A4, 500 sheets per ream
 20 reams Paper, multipurpose, legal, 500 sheets per ream
 1 box Paper, parchment, 100 sheets per box
 2 piece Record Book, 300 pages
 *****Nothing Follows*****

Created by Mary Grace Coloma Forbes

Date Created 20/02/2023

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REQUEST FOR QUOTATION/PROPOSAL

Company Name:

Address:

E-Mail Address:

Contact No.

Office/Section

PR no.

Quotation No.

TIN.no² (indicate VAT or Non-VAT)

BC-Guidance- Supply and
Delivery of office Supplies for
1st quarter

BC2023-02-051

Philgeps-BC2023-02-013

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: **₱67,350.00**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	5	bottle	INK BOTTLES, EPSON 001, Pigment Black Ink		
2	5	bottle	INK BOTTLES, EPSON 001, Cyan Ink		
3	5	bottle	INK BOTTLES, EPSON 001, Magenta Ink		
4	5	bottle	INK BOTTLES, EPSON 001, Yellow Ink		
5	5	bottle	INK BOTTLES, EPSON 003, Pigment Black Ink		
6	5	bottle	INK BOTTLE, EPSON 003, Cyan Ink		
7	5	bottle	INK BOTTLE, EPSON 003, Magenta Ink		
8	5	bottle	INK BOTTLES, EPSON 003, Yellow Ink		
9	6	piece	Clearbook, 20 transparent pockets, A4		
10	6	piece	Clearbook, 20 transparent pockets, Legal		
11	20	piece	Sign Pen, Black, liquid or gel		
12	20	piece	Sign Pen, Blue, liquid or gel		
13	20	piece	Sign Pen, Red, liquid or gel		
14	2	bottle	Ink, for stamp pad, 50ml		
15	2	piece	Mouse, Optical, USB connection type		
16	2	box	Staple Wire, standard		
17	3	roll	Tape, Masking, 24mm		
18	3	roll	Tape, Masking, 48mm		
19	3	roll	Tape, Packaging, 48mm		
20	3	roll	Tape, Transparent, 24mm		
21	3	roll	Tape, Transparent, 48mm		
22	2	Unit	Calculator, Compact		
23	4	box	Clip, backfold, 19mm		
24	4	box	Clip, backfold, 25mm		
25	4	box	Clip, backfold, 32mm		
26	4	box	Clip, backfold, 50mm		
27	8	piece	Correction Tape, 8 meters		
28	6	piece	Cutter/Utility Knife, for general purpose		
29	10	piece	Data File Box		
30	10	piece	Data Folder		
31	2	piece	Dating and Stamping Machine		



REQUEST FOR QUOTATION/PROPOSAL

		Office/Section	BC-Guidance- Supply and Delivery of office Supplies for 1st quarter
Company Name:		PR no.	BC2023-02-051
Address:		Quotation No.	Philgeps-BC2023-02-013
E-Mail Address:		TIN.no ² (indicate VAT or Non-Vat)	
Contact No.			

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.


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ABC: P67,350.00

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
32	1	box	Envelope, Documentary, A4, 500 pieces per box		
33	1	box	Envelope, Documentary, legal, 500 pieces per box		
34	1	box	Envelope, Expanding, kraft, 100 pieces per box		
35	1	bundle	Folder, clear with slide, A4, 50 pieces per bundle		
36	1	bundle	Folder, clear with slide, legal, 50 pieces per bundle		
37	5	packs	Folder, L-type, A4, 50 pieces per pack		
38	5	packs	Folder, L-type, legal, 50 pieces per pack		
39	1	box	Folder, pressboard, 100 pieces per box		
40	1	packs	Folder with Tab, A4, 100 pieces per pack		
41	1	packs	Folder with Tab, legal, 100 pieces per pack		
42	5	piece	Magazine file box, large		
43	2	box	Marker, fluorescent, assorted		
44	10	piece	Marker, Permanent, Black		
45	10	piece	Marker, Permanent, Blue		
46	10	piece	Marker, Permanent, Red		
47	10	piece	Marker, Whiteboard, Black		
48	10	piece	Marker, Whiteboard, Blue		
49	10	piece	Marker, Whiteboard, Red		
50	2	piece	Pencil Sharpener, manual, single cutter head		
51	2	piece	Puncher, paper, heavy duty		
52	2	bundle	Ring Binder, plastic, 32mm, 10 pcs per bundle		
53	4	piece	Stamp Pad, felt		
54	3	pair	Scissors, symmetrical or asymmetrical		
55	3	piece	Stapler, standard type		
56	2	piece	Staple remover, plier type		
57	3	piece	Tape Dispenser, Table top		
58	5	piece	Note Pad, stick on, 2" x 3", 100 sheets per pad		
59	5	piece	Note Pad, stick on, 3" x 4", 100 sheets per pad		
60	5	piece	Note Pad, stick on, 3" x 3", 100 sheets per pad		
61	20	reams	Paper, multicopy, A4, 500 sheets per ream		
62	20	reams	Paper, multicopy, legal, 500 sheets per ream		



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Company Name:		PR no.	BC2023-02-051
Address:		Quotation No.	Philgeps-BC2023-02-013
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ABC: P67,350.00

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
63	20	reams	Paper, multipurpose, A4, 500 sheets per ream		
64	20	reams	Paper, multipurpose, legal, 500 sheets per ream		
65	1	box	Paper, parchment, 100 sheets per box		
66	2	piece	Record Book, 300 pages		
			*****Nothing Follows*****		

Delivery Period	
Warranty	
Price Validity	
Printed Name/Signature	
Tel.No./Cellphone No./e-mail address	
Date	