



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9740244

**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY

**Title** BPSU OC- SUPPLY AND DELIVERY OF OFFICE SUPPLIES, MATERIALS AND EQUIPMENT FOR THE 1ST & 2ND QUARTER OF 2023

**Area of Delivery** Bataan

<b>Solicitation Number:</b>	OC2023-05-069	<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 338,992.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	11/05/2023
<b>Contact Person:</b>	Lorelie Quiambao Santos Procurement Unit Bayan Orani Bataan Philippines 2112 63-47-2371341  procurement_oc@bpsu.edu.ph	<b>Last Updated / Time</b>	10/05/2023 15:07 PM
		<b>Closing Date / Time</b>	17/05/2023 08:00 AM

#### Description

184 bottle Alcohol, ethyl, 500 mL  
 19 gallon Alcohol, ethyl, 1 Gallon  
 3 piece Eraser, plastic / rubber  
 66 piece Sign pen, black, liquid or gel  
 91 piece Sign pen, blue, liquid or gel  
 5 piece Sign pen, red, liquid or gel  
 29 pack Battery, dry cell, size AA, Two (2) pieces per blister pack  
 22 pack Battery, dry cell, size AAA, Two (2) pieces per blister pack  
 3 pack Battery, dry cell, size D, Two (2) pieces per blister pack  
 20 can Air freshener, Aerosol type, 150g (320ml)  
 10 piece Broom, soft (Walis Tambo)  
 25 piece Broom, stick (Walis Ting-ting)  
 4 bottle Cleaner, toilet bowl and urinal, 900mL - 1000mL  
 3 piece Detergent bar, 140g as packed

14 pouch Detergent powder, all purpose, 1kg  
24 can Disinfectant spray, aerosol type, 400g  
1 piece Dust pan, rigid non-breakable plastic  
1 can Furniture cleaner, aerosol type, 300mL  
15 bottle Liquid hand soap, 500mL  
1 unit Mop bucket, heavy duty, hard plastic, 30 liters capacity  
1 piece Mophandle, heavy duty  
3 bundle Rags, all cotton, 1 kilo per bundle  
5 pack Trashbag, black, 37" x 40", XL, 10 pieces per roll or pack  
2 piece Wastebasket, rigid plastic  
7 bottle Ink, for stamp pad, 50mL  
15 box Face mask, 3 ply, fifty (50) pieces per box  
1 unit Electric fan, ceiling mount, orbit type  
2 unit Electric fan, stand type  
5 piece Light-emitting diode (LED) light bulb, 7 watts  
7 piece Light-emitting diode (LED) linear tube, 18 watts  
4 jar Glue, all-purpose, 200 grams  
1 box Staple wire, heavy duty (binder type), 23/13  
13 box Staple wire, standard  
7 roll Tape, electrical, 19mm x 0.16mm x 8m  
8 roll Tape, masking, 24mm  
7 roll Tape, masking, 48 mm  
1 roll Tape, packaging, 48 mm  
24 roll Tape, transparent, 24mm  
18 roll Tape, transparent, 48 mm  
12 piece Ruler, plastic, 450 mm  
1 tube Blade, for general purpose cutter/utility knife, 10 pieces per tube  
1 unit Binding and punching machine, 50mm binding capacity  
42 box Clip, backfold, 19mm  
28 box Clip, backfold, 25mm  
11 box Clip, backfold, 32mm  
6 box Clip, backfold, 50mm  
98 piece Correction tape, 8 meters  
5 piece Cutter/utility knife, for general purpose  
2 piece Data file box  
1 piece Data folder (A4-side clip)  
2 piece Dating and stamping machine  
1 box Envelope, documentary, legal, 500 pieces per box  
1 box Envelope, Expanding, Kraft, 100 pieces per box w/ elastic band  
2 piece Envelope, Expanding, plastic (LONG)  
12 box Fastener, metal, non-sharp edges, 50 sets per box, Apple  
3 set File tab/index divider, bristol board, legal (50pcs)  
1 bundle Folder, Fancy with slide, A4, 50 pieces per bundle  
1 bundle Folder, Fancy with slide, legal, 50 pieces per bundle  
1 pack Folder, L-type, A4, 50 pieces per pack  
4 pack Folder, L-type, legal, 50 pieces per pack  
1 box Folder, pressboard, 100 pieces per box  
1 pack Folder with tab, A4, 100 pieces per pack  
1 pack Folder with tab, legal, 100 pieces per pack  
10 box Index tab, self-adhesive, transparent, 5 sets per box  
5 piece Magazine file box, large  
20 piece Marker, permanent, black  
18 piece Marker, permanent, blue  
4 piece Marker, permanent, red  
14 piece Marker, whiteboard, black  
10 piece Marker, whiteboard, blue  
6 piece Marker, whiteboard, red  
30 box Paper clip, vinly/plastic coated, 33mm  
10 box Paper clip, vinly/plastic coated, jumbo, 50mm  
5 box Pencil, lead/graphite, with eraser, one (1) dozen per box  
5 piece Puncher, paper, heavy duty  
1 bundle Ring binder, plastic, 32 mm, 10 pieces per bundle  
1 box Rubber band No. 18, 350g  
4 piece Stamp pad, felt  
9 pair Scissors, symmetrical or asymmetrical  
6 piece Stapler, standard type  
8 piece Staple remover, plier type  
3 piece Tape dispenser, table top

11 pad Note pad, stick on, 2" x 3", 100 sheets per pad  
11 pad Note pad, stick on, 3" x 4", 100 sheets per pad  
9 pad Note pad, stick on, 3" x 3", 100 sheets per pad  
2 box Paper, parchment, 100 sheets per box  
16 book Record book, 300 pages  
3 book Record book, 500 pages  
10 pack Tissue, interfolded paper towel, 150 pulls per pack (for Laboratory use)  
12 pack Toilet tissue paper, 2 ply, 12 rolls in a pack (for Lab use)  
10 bottle Liquid hand sanitizer, 500mL  
5 can Insecticide, 600mL  
16 cart Ink Cartridge, Epson C13T664100 (T6641), Black  
10 cart Ink Cartridge, Epson C13T664200 (T6642), Cyan  
10 cart Ink Cartridge, Epson C13T664300 (T6643), Magenta  
10 cart Ink Cartridge, Epson C13T664400 (T6644), Yellow  
10 cart Canon Toner Cartridge 325, Genuine  
22 bottle Epson Ink T003, Black, original ink  
10 bottle Epson Ink T003, Cyan, original ink  
10 bottle Epson Ink T003, Yellow, original ink  
11 bottle Epson Ink T003, Magenta, original ink  
1 cart Ink cartridge, Canon, Black, BH-7  
1 cart Ink cartridge, Canon, Colored, CH-7  
2 bottle Canon Pixma G2411 ink cart, black (490)  
1 bottle Canon Pixma G2411 ink cart, magenta (490)  
1 bottle Canon Pixma G2411 ink cart, yellow (490)  
1 bottle Canon Pixma G2411 ink cart, cyan (490)  
2 bottle Ink HP GT52, Cyan 70ml  
2 bottle Ink HP GT52, Magenta 70ml  
2 bottle Ink HP GT52, Black 70ml  
2 bottle Ink HP GT52, Yellow 70ml  
2 cart Laser toner cartridge, TN-2480  
2 piece Number Stamp, 8 bands, 4mm, rolling, rubber  
1 piece Number Stamp, 9 bands, 4mm, rolling, rubber  
1 unit Counterfeit Money Detector, with counterfeit alarm, auto on and off sensor, heavy duty  
1 unit Scanner, Flatbed  
1 set Computer Speaker Set ,1.2 Watts, 3.5mm input:1, USB Cable for power, power and volume controls, heavy duty  
1 unit Web camera, 1080P, heavy duty  
10 box Fastener, plastic  
1 piece Stapler, heavy duty, big  
2 piece Stapler, heavy duty, small  
2 box Staple wire, No. 50  
2 piece Paper Tray, 3 layers, heavy duty, long  
1 piece Desk Organizer  
2 piece Correction Liquid; Ballpoint  
102 piece Ballpen, Gel ink 0.5mm, color blue  
72 piece Ballpen, Gel ink 0.5mm, color black  
15 piece Ballpen, Gel ink 0.5mm, color red  
2 pc Sign pen, Hi-Tecpoint V5, Black  
2 pc Sign pen, Hi-Tecpoint V5, Blue  
1 box Retractable ballpen, 0.5, Gmaster gel ink pen, blue  
1 box Retractable ballpen, 0.5, Gmaster gel ink pen, black  
6 piece Ballpen; retractable, fine 0.5mm Gel ink (black)  
6 piece Ballpen; retractable, fine 0.5mm Gel ink (blue)  
5 piece Ballpen; retractable, fine 0.5mm Gel ink (red)  
5 piece Ballpen, retractable gel-ink , blue, .5mm  
10 box Ballpen, black, 0.5mm, gel-ink, 12 pcs/box, flexstick  
2 box Ballpen, blue, 0.5mm, gel-ink, 12 pcs/box, flexstick  
2 box Ballpen, red, 0.5mm, gel-ink, 12 pcs/box, flexstick  
2 ream Paper, Multicopy, 80 gsm., size: 8.5 inches x 11 inches (Short)  
12 ream Paper, Multi-copy, Legal, 80gsm  
4 ream Paper, Multicopy short, 500 sheets per ream, 80gsm  
3 ream Paper, Multicopy A4, 500 sheets per ream, 70 gsm  
2 pc Double Sided Tape Transparent Acrylic Foam; 30mm  
2 pc Double Sided Tape Transparent Acrylic Foam; 15mm  
2 box Fastener, plastic, 70mm between prongs  
4 pack Worx White Specialty Board 200gsm, for certificate, Size: 8 1/2 x 11  
5 pack Worx White Specialty Board 200gsm, for certificate, Size 8 1/2 x 13  
1 pack Laminating Film, Long size, 250micron, 100pcs

1 pack Acetate, LCT 300 microns PVC Cover, Long  
 5 pc Certificate Holder For Letter Size (8.5 X 11 )  
 5 pc Certificate Holder For Letter Size A4  
 5 pc Certificate Holder For Letter Size (8.5 X 13 )  
 5 pack Cold laminating film, Photo Top, A4, Quaff, 80 mic, Glossy, 20 pcs/pack  
 10 pack Sticker paper, A4 , matte, 10pcs/pack, joy  
 1 pack Label Tag Sticky Notes Bookmark Stickers (5-6 colors)  
 1 unit Paper Cutter (woodbase, Steel Blade for A4, A5 size)  
 2 pack Sticker Paper, high quality, non-fading, non-glossy, Short, 180gsm  
 260 pc Brown folder, long, hard  
 150 pc Pressboard folder, green, legal, thick  
 3 pack Photo paper, premium matte, A4, 230gsm, 20 sheets/pack, fantac  
 5 box Staple wire NO. 35  
 5 pc Brown envelope expanding, kraft board, with elastic band strap  
 1 pack Special Paper for Certificates, 8 1/2" x 13", 100 pcs.  
 1 pack Coloured Paper, Assorted, A4, 50sheets  
 3 bottle Glue, Padding, 500ml, (Red, Blue, Yellow)  
 9 pc Expanding envelope long with garter, (blue)  
 1 unit Paper cutter, wood base, A3  
 1 piece Ruler, metal, heavy duty, 12 inch  
 3 pc Ring binder plastic; 1/2" plastic  
 3 pc Ring binder plastic; 3/4" plastic  
 3 pc Ring binder plastic; 1" plastic  
 3 pc Ring binder plastic; 1 1/4" plastic  
 5 pc Ring binder plastic; 1 1/2" plastic  
 1 bundle Ring binder, plastic, 16mm, 10pcs  
 1 bundle Ring binder, plastic, 20mm, 10 pcs  
 1 bundle Ring binder, plastic, 22mm, 10 pcs  
 1 bundle Ring binder, plastic, 45mm, 10 pcs  
 5 unit Flash drive, 16 GB capacity, Sandisk  
 1 unit External Hard Drive 1TB, Passport WD  
 1 piece Wifi receiver, tp-link tl-wn725n 150mbps wireless n nano usb adapter  
 1 piece CPU/Power Cable Power Cord 1.5 meter  
 1 unit Rechargeable Bluetooth Speaker with Wireless Microphone  
 2 unit 12W" 400W POWERED Portable Trolley speaker with two microphone  
 1 unit R400 Wireless Presenter Red Laser Pointer PPT Remote Control presentation  
 3 pc Plain/Printable Canvas tote bag with zipper, 14 x 16 inches (black)  
 11 pack Facemask KN94 (black) (10pcs/pack)  
 11 pack Facemask, KN94 (10PCS/PACK), 6-White,5-Black  
 15 pack Facemask, 3D, Butterfly Mask (10PCS/PACK), 2-White, 2-Black, 2-Red, 2-Yellow, 1-Light Brown, 2-Navy Blue, 2-Pink, 2-Light Green  
 11 piece Rain Coat, Batman style (poncho), Large  
 1 pair Rain Coat, Up and Down, Makapal, for women  
 2 piece Umbrella, big  
 5 meters Rope, size #16  
 1 pair Rain boots, rubber/pvc, size 8  
 2 pair Rain boots, rubber/pvc, size 9  
 2 pair Rain boots, rubber/pvc, size 10  
 2 pc Doormat Floor Anti-slip High quality  
 1 pc Extension Cord Set (Omni with Individual Switch 5 Gang 1.83 meter wire WED 340 WED340 \* WINLAND  
 1 pc Large Adjustable X Banner Stand Aluminum Flexi Stand 2ft x 5.5ft up to 3ft x 7ft for Tarpaulin Advertising X-Banner  
 2 unit Basketball Ball- BG4500  
 2 unit Volleyball Ball V200W  
 7 pieces Sports barbell palte 5LBS  
 2 gallon Alcohol, isopropyl, 70%, scented  
 3 bottle Alcohol, isopropyl, 70%, scented, 500ml  
 10 bottle Disinfectant bleaching solution, 1 liter  
 1 can Insecticide, aerosol, 600ml, water-based, baygon  
 1 pc Original clean cham synthetic chamois car  
 30 pack Detergent powder, 45-50g  
 3 can Disinfectant spray, 510g  
 1 bottle Glass Cleaner, zim spray, 500ml  
 10 bottle Bleach, Liquid, Colorsafe, 500mL  
 \*\*\*pages 7 of 7\*\*\*  
 \*\*\*NOTHING FOLLOWS\*\*\*

**Created by** Lorelie Quiambao Santos

**Date Created** 10/05/2023

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REQUEST FOR QUOTATION/PROPOSAL

OC- SUPPLY AND DELIVERY OF OFFICE  
SUPPLIES, MATERIALS AND  
EQUIPMENT FOR THE 1ST & 2ND  
QUARTER OF 2023

OC2023-05-069

Philgeps-OC2023-05-011

Bidder: \_\_\_\_\_

Office/Section \_\_\_\_\_

Address: \_\_\_\_\_

PR no. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Quatation No. \_\_\_\_\_

Contact No. \_\_\_\_\_

TIN.no: \_\_\_\_\_  
(Indicate VAT or Non-Vat)

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.

  
LORELIE Q. SANTOS  
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.

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
121	2	piece	Stapler, heavy duty, small		
122	2	box	Staple wire, No. 50		
123	2	piece	Paper Tray, 3 layers, heavy duty, long		
124	1	piece	Desk Organizer		
125	2	piece	Correction Liquid; Ballpoint		
126	102	piece	Ballpen, Gel ink 0.5mm, color blue		
127	72	piece	Ballpen, Gel ink 0.5mm, color black		
128	15	piece	Ballpen, Gel ink 0.5mm, color red		
129	2	pc	Sign pen, Hi-Tecpoint V5, Black		
130	2	pc	Sign pen, Hi-Tecpoint V5, Blue		
131	1	box	Retractable ballpen, 0.5, Gmaster gel ink pen, blue		
132	1	box	Retractable ballpen, 0.5, Gmaster gel ink pen, black		
133	6	piece	Ballpen; retractable, fine 0.5mm Gel ink (black)		
134	6	piece	Ballpen; retractable, fine 0.5mm Gel ink (blue)		
135	5	piece	Ballpen; retractable, fine 0.5mm Gel ink (red)		
136	5	piece	Ballpen, retractable gel-ink , blue, .5mm		
137	10	box	Ballpen, black, 0.5mm, gel-ink, 12 pcs/box, flexstick		
138	2	box	Ballpen, blue, 0.5mm, gel-ink, 12 pcs/box, flexstick		
139	2	box	Ballpen, red, 0.5mm, gel-ink, 12 pcs/box, flexstick		
140	2	ream	Paper, Multicopy, 80 gsm., size: 8.5 inches x 11 inches (Short)		
141	12	ream	Paper, Multi-copy, Legal, 80gsm		
142	4	ream	Paper, Multicopy short, 500 sheets per ream, 80gsm		
143	3	ream	Paper, Multicopy A4, 500 sheets per ream, 70 gsm		
144	2	pc	Double Sided Tape Transparent Acrylic Foam; 30mm		
145	2	pc	Double Sided Tape Transparent Acrylic Foam; 15mm		
146	2	box	Fastener, plastic, 70mm between prongs		
147	4	pack	Worx White Specialty Board 200gsm, for certificate, Size: 8 1/2 x 11		
148	5	pack	Worx White Specialty Board 200gsm, for certificate, Size 8 1/2 x 13		
149	1	pack	Laminating Film, Long size, 250micron, 100pcs		
150	1	pack	Acetate, LCT 300 microns PVC Cover, Long		
151	5	pc	Certificate Holder For Letter Size (8.5 X 11 )		
152	5	pc	Certificate Holder For Letter Size A4		
153	5	pc	Certificate Holder For Letter Size (8.5 X 13 )		
			***pages 5 of 7***		

Delivery Period \_\_\_\_\_

Warranty \_\_\_\_\_

Price Validity \_\_\_\_\_

Printed Name/Signature \_\_\_\_\_

Date \_\_\_\_\_



REQUEST FOR QUOTATION/PROPOSAL

OC- SUPPLY AND DELIVERY OF OFFICE  
SUPPLIES, MATERIALS AND  
EQUIPMENT FOR THE 1ST & 2ND  
QUARTER OF 2023

Bidder:		Office/Section	
Address:		PR no.	
E-Mail Address:		Quotation No.	
Contact No.		TIN.no <sup>1</sup> (indicate VAT or Non-Vat)	

OC2023-05-069  
Philgeps-OC2023-05-011

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.

  
LORELIE Q. SANTOS  
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.

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
91	10	bottle	Liquid hand sanitizer, 500mL		
92	5	can	Insecticide, 600mL		
93	16	cart	Ink Cartridge, Epson C13T664100 (T6641), Black		
94	10	cart	Ink Cartridge, Epson C13T664200 (T6642), Cyan		
95	10	cart	Ink Cartridge, Epson C13T664300 (T6643), Magenta		
96	10	cart	Ink Cartridge, Epson C13T664400 (T6644), Yellow		
97	10	cart	Canon Toner Cartridge 325, Genuine		
98	22	bottle	Epson Ink T003, Black, original ink		
99	10	bottle	Epson Ink T003, Cyan, original ink		
100	10	bottle	Epson Ink T003, Yellow, original ink		
101	11	bottle	Epson Ink T003, Magenta, original ink		
102	1	cart	Ink cartridge, Canon, Black, BH-7		
103	1	cart	Ink cartridge, Canon, Colored, CH-7		
104	2	bottle	Canon Pixma G2411 ink cart, black (490)		
105	1	bottle	Canon Pixma G2411 ink cart, magenta (490)		
106	1	bottle	Canon Pixma G2411 ink cart, yellow (490)		
107	1	bottle	Canon Pixma G2411 ink cart, cyan (490)		
108	2	bottle	Ink HP GT52, Cyan 70ml		
109	2	bottle	Ink HP GT52, Magenta 70ml		
110	2	bottle	Ink HP GT52, Black 70ml		
111	2	bottle	Ink HP GT52, Yellow 70ml		
112	2	cart	Laser toner cartridge, TN-2480		
113	2	piece	Number Stamp, 8 bands, 4mm, rolling, rubber		
114	1	piece	Number Stamp, 9 bands, 4mm, rolling, rubber		
115	1	unit	Counterfeit Money Detector, with counterfeit alarm, auto on and off sensor, heavy duty		
116	1	unit	Scanner, Flatbed		
117	1	set	Computer Speaker Set ,1.2 Watts, 3.5mm input:1, USB Cable for power, power and volume controls, heavy duty		
118	1	unit	Web camera, 1080P, heavy duty		
119	10	box	Fastener, plastic		
120	1	piece	Stapler, heavy duty, big		
			***pages 4 of 7***		

Delivery Period	
Warranty	
Price Validity	
Printed Name/Signature	
Date	

Bidder:

Address:

E-Mail Address:

Contact No.

Office/Section

PR no.

Quotation No.

TIN.no<sup>\*</sup> (Indicate VAT or Non-Vat)

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No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
61	1	box	Folder, pressboard, 100 pieces per box		
62	1	pack	Folder with tab, A4, 100 pieces per pack		
63	1	pack	Folder with tab, legal, 100 pieces per pack		
64	10	box	Index tab, self-adhesive, transparent, 5 sets per box		
65	5	piece	Magazine file box, large		
66	20	piece	Marker, permanent, black		
67	18	piece	Marker, permanent, blue		
68	4	piece	Marker, permanent, red		
69	14	piece	Marker, whiteboard, black		
70	10	piece	Marker, whiteboard, blue		
71	6	piece	Marker, whiteboard, red		
72	30	box	Paper clip, vinly/plastic coated, 33mm		
73	10	box	Paper clip, vinly/plastic coated, jumbo, 50mm		
74	5	box	Pencil, lead/graphite, with eraser, one (1) dozen per box		
75	5	piece	Puncher, paper, heavy duty		
76	1	bundle	Ring binder, plastic, 32 mm, 10 pieces per bundle		
77	1	box	Rubber band No. 18, 350g		
78	4	piece	Stamp pad, felt		
79	9	pair	Scissors, symmetrical or asymmetrical		
80	6	piece	Stapler, standard type		
81	8	piece	Staple remover, plier type		
82	3	piece	Tape dispenser, table top		
83	11	pad	Note pad, stick on, 2" x 3", 100 sheets per pad		
84	11	pad	Note pad, stick on, 3" x 4", 100 sheets per pad		
85	9	pad	Note pad, stick on, 3" x 3", 100 sheets per pad		
86	2	box	Paper, parchment, 100 sheets per box		
87	16	book	Record book, 300 pages		
88	3	book	Record book, 500 pages		
89	10	pack	Tissue, interfolded paper towel, 150 pulls per pack (for Laboratory use)		
90	12	pack	Toilet tissue paper, 2 ply, 12 rolls in a pack (for Lab use)		
			***pages 3 of 7***		

Delivery Period

Warranty

Price Validity

Printed Name/Signature

Date

Bidder:	_____	Office/Section	_____	OC- SUPPLY AND DELIVERY OF OFFICE SUPPLIES, MATERIALS AND EQUIPMENT FOR THE 1ST & 2ND QUARTER OF 2023
Address:	_____	PR no.	_____	OC2023-05-069
E-Mail Address:	_____	Quotation No.	_____	Philgeps-OC2023-05-011
Contact No.	_____	TIN.no: <small>(indicate VAT or Non-Vat)</small>	_____	_____

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6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATE OF THE PRODUCT BEING OFFERED.

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
31	4	jar	Glue, all-purpose, 200 grams		
32	1	box	Staple wire, heavy duty (binder type), 23/13		
33	13	box	Staple wire, standard		
34	7	roll	Tape, electrical, 19mm x 0.16mm x 8m		
35	8	roll	Tape, masking, 24mm		
36	7	roll	Tape, masking, 48 mm		
37	1	roll	Tape, packaging, 48 mm		
38	24	roll	Tape, transparent, 24mm		
39	18	roll	Tape, transparent, 48 mm		
40	12	piece	Ruler, plastic, 450 mm		
41	1	tube	Blade, for general purpose cutter/utility knife, 10 pieces per tube		
42	1	unit	Binding and punching machine, 50mm binding capacity		
43	42	box	Clip, backfold, 19mm		
44	28	box	Clip, backfold, 25mm		
45	11	box	Clip, backfold, 32mm		
46	6	box	Clip, backfold, 50mm		
47	98	piece	Correction tape, 8 meters		
48	5	piece	Cutter/utility knife, for general purpose		
49	2	piece	Data file box		
50	1	piece	Data folder (A4-side clip)		
51	2	piece	Dating and stamping machine		
52	1	box	Envelope, documentary, legal, 500 pieces per box		
53	1	box	Envelope, Expanding, Kraft, 100 pieces per box w/ elastic band		
54	2	piece	Envelope, Expanding, plastic (LONG)		
55	12	box	Fastener, metal, non-sharp edges, 50 sets per box, Apple		
56	3	set	File tab/index divider, bristol board, legal (50pcs)		
57	1	bundle	Folder, Fancy with slide, A4, 50 pieces per bundle		
58	1	bundle	Folder, Fancy with slide, legal, 50 pieces per bundle		
59	1	pack	Folder, L-type, A4, 50 pieces per pack		
60	4	pack	Folder, L-type, legal, 50 pieces per pack		
			***pages 2 of 7***		

Delivery Period	_____
Warranty	_____
Price Validity	_____
_____	
Printed Name/Signature	
_____	
Date	

Bidder:

Address:

E-Mail Address:

Contact No.

Office/Section

PR no.

Quotation No.


TIN.no<sup>\*</sup> (Indicate VAT or Non-Vat)

OC- SUPPLY AND DELIVERY OF OFFICE  
SUPPLIES, MATERIALS AND  
EQUIPMENT FOR THE 1ST & 2ND  
QUARTER OF 2023

OC2023-05-069

Philgeps-OC2023-05-011

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.



LORELIE Q. SANTOS  
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.

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	184	bottle	Alcohol, ethyl, 500 mL		
2	19	gallon	Alcohol, ethyl, 1 Gallon		
3	3	piece	Eraser, plastic / rubber		
4	66	piece	Sign pen, black, liquid or gel		
5	91	piece	Sign pen, blue, liquid or gel		
6	5	piece	Sign pen, red, liquid or gel		
7	29	pack	Battery, dry cell, size AA, Two (2) pieces per blister pack		
8	22	pack	Battery, dry cell, size AAA, Two (2) pieces per blister pack		
9	3	pack	Battery, dry cell, size D, Two (2) pieces per blister pack		
10	20	can	Air freshener, Aerosol type, 150g (320ml)		
11	10	piece	Broom, soft (Walis Tambo)		
12	25	piece	Broom, stick (Walis Ting-ting)		
13	4	bottle	Cleaner, toilet bowl and urinal, 900mL - 1000mL		
14	3	piece	Detergent bar, 140g as packed		
15	14	pouch	Detergent powder, all purpose, 1kg		
16	24	can	Disinfectant spray, aerosol type, 400g		
17	1	piece	Dust pan, rigid non-breakable plastic		
18	1	can	Furniture cleaner, aerosol type, 300mL		
19	15	bottle	Liquid hand soap, 500mL		
20	1	unit	Mop bucket, heavy duty, hard plastic, 30 liters capacity		
21	1	piece	Mophandle, heavy duty		
22	3	bundle	Rags, all cotton, 1 kilo per bundle		
23	5	pack	Trashbag, black, 37" x 40", XL, 10 pieces per roll or pack		
24	2	piece	Wastebasket, rigid plastic		
25	7	bottle	Ink, for stamp pad, 50mL		
26	15	box	Face mask, 3 ply, fifty (50) pieces per box		
27	1	unit	Electric fan, ceiling mount, orbit type		
28	2	unit	Electric fan, stand type		
29	5	piece	Light-emitting diode (LED) light bulb, 7 watts		
30	7	piece	Light-emitting diode (LED) linear tube, 18 watts		
			***page 1 of 7***		

Delivery Period

Warranty

Price Validity

Printed Name/Signature

Date















