



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10594586  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU-CO-RDO-SUPPLY AND DELIVERY OF OFFICE SUPPLIES  
**Area of Delivery** Bataan

|                                          |                                                                                                                                                           |                              |                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | CO2024-02-0202                                                                                                                                            | <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 109,175.00                                                                                                                                            | <b>Document Request List</b> | 0                   |
| <b>Delivery Period:</b>                  | 15 Day/s                                                                                                                                                  |                              |                     |
| <b>Client Agency:</b>                    |                                                                                                                                                           | <b>Date Published</b>        | 26/02/2024          |
| <b>Contact Person:</b>                   | Carolina Sales Barata<br>Procurement Staff<br>Capitol Compound<br>Balanga City<br>Bataan<br>Philippines 2100<br>63-47-2371341<br><br>csbarata@bpsu.edu.ph | <b>Last Updated / Time</b>   | 25/02/2024 14:30 PM |
|                                          |                                                                                                                                                           | <b>Closing Date / Time</b>   | 29/02/2024 08:00 AM |

#### Description

Qty. Unit of Measure Description/Offer

10 pack Specialty Paper - A4 - 200gsm - White (100sheets/pack) Specialty Paper - A4 - 200gsm - White (100sheets/pack) Specialty Paper - A4 - 200gsm - White (100sheets/pack)  
 5 pack Specialty Paper - Long - 200gsm - White (100sheets/pack) Specialty Paper - Long - 200gsm - White (100sheets/pack) Specialty Paper - Long - 200gsm - White (100sheets/pack)  
 90 reams Bond Paper - 8.5x13" - 80gsm Bond Paper - 8.5x13" - 80gsm Bond Paper - 8.5x13" - 80gsm  
 50 reams Bond Paper - A4" - 80gsm Bond Paper - A4" - 80gsm Bond Paper - A4" - 80gsm  
 5 reams Bond Paper - 8.5x11" - 80gsm Bond Paper - 8.5x11" - 80gsm Bond Paper - 8.5x11" - 80gsm  
 200 pcs Certificate Holder - A4 - Maroon Certificate Holder - A4 - Maroon Certificate Holder - A4 - Maroon  
 10 pack Sticker Paper (A4, White, Matte) - 10sheets per pack Sticker Paper (A4, White, Matte) - 10sheets per pack  
 Sticker Paper (A4, White, Matte) - 10sheets per pack  
 10 pack Photo Paper (A4, White, Matte) - 10sheets per pack Photo Paper (A4, White, Matte) - 10sheets per pack  
 Photo Paper (A4, White, Matte) - 10sheets per pack  
 10 pad Arrow Sticker Film Index Arrow Sticker Film Index Arrow Sticker Film Index  
 10 pad Sticky Note Pad - 2" x 3" Sticky Note Pad - 2" x 3" Sticky Note Pad - 2" x 3"  
 10 pad Sticky Note Pad - 1.5" x 2" Sticky Note Pad - 1.5" x 2" Sticky Note Pad - 1.5" x 2"  
 10 pad Sticky Note - 3" x 3" Sticky Note - 3" x 3" Sticky Note - 3" x 3"  
 10 pad Sticky Note - 3" x 2" Sticky Note - 3" x 2" Sticky Note - 3" x 2"  
 10 pad Sticky Note - 4" x 3" Sticky Note - 4" x 3" Sticky Note - 4" x 3"  
 12 box Binder Clips 1" - (12 pcs/box) Binder Clips 1" - (12 pcs/box) Binder Clips 1" - (12 pcs/box)

12 box Binder Clips 1 1/4" - (12 pcs/box) Binder Clips 1 1/4" - (12 pcs/box) Binder Clips 1 1/4" - (12 pcs/box)  
 15 box Paper Clips 33mm Paper Clips 33mm Paper Clips 33mm  
 25 pcs Correction Tape Correction Tape Correction Tape  
 10 pcs TAPE, transparent, 48 mm TAPE, transparent, 48 mm TAPE, transparent, 48 mm  
 10 pcs TAPE, transparent, 24 mm TAPE, transparent, 24 mm TAPE, transparent, 24 mm  
 10 pcs TAPE, packaging, 48 mm TAPE, packaging, 48 mm TAPE, packaging, 48 mm  
 3 box Sign Pen 0.5 (Blue) - (12 pcs/box) Sign Pen (Blue) - (12 pcs/box) Sign Pen (Blue) - (12 pcs/box)  
 3 box Sign Pen 0.5 (Black) - (12 pcs/box) Sign Pen (Black) - (12 pcs/box) Sign Pen (Black) - (12 pcs/box)  
 3 box BallPen (Blue) - (12 pcs/box) BallPen (Blue) - (12 pcs/box) BallPen (Blue) - (12 pcs/box)  
 3 box BallPen (Black) - (12 pcs/box) BallPen (Black) - (12 pcs/box) BallPen (Black) - (12 pcs/box)  
 3 box BallPen (Red) - (12 pcs/box) BallPen (Red) - (12 pcs/box) BallPen (Red) - (12 pcs/box)  
 3 box Pentel Pen - (12 pcs/box) Pentel Pen - (12 pcs/box) Pentel Pen - (12 pcs/box)  
 1 box White Board Marker - (12 pcs/box) Black White Board Marker - (12 pcs/box) Black White Board Marker - (12 pcs/box) Black  
 1 pcs White Board Marker - (12 pcs/box)Blue White Board Marker - (12 pcs/box)Blue White Board Marker - (12 pcs/box)Blue  
 1 pcs White Board Marker - (12 pcs/box)Red White Board Marker - (12 pcs/box)Red White Board Marker - (12 pcs/box)Red  
 2 pcs White Board Eraser White Board Eraser White Board Eraser  
 1 pack Laminating Film-"8.5x13"-125 microns Laminating Film-"8.5x13"-125 microns Laminating Film-"8.5x13"-125 microns  
 3 pack PVC Clear Cover-8.5 x 13"-(200pcs/pack) PVC Clear Cover-8.5 x 13"-(200pcs/pack) PVC Clear Cover-8.5 x 13"-(200pcs/pack)  
 3 pack PVC Clear Cover-A4-(200pcs/pack) PVC Clear Cover-A4-(200pcs/pack) PVC Clear Cover-A4-(200pcs/pack)  
 20 pcs Highlighters Green/ Yellow Highlighters Green/ Yellow Highlighters Green/ Yellow  
 1 pcs Puncher Heavy Duty Puncher Heavy Duty Puncher Heavy Duty  
 1 pcs Stapler Stapler Stapler  
 10 box Stapler Wire No. 35-5M Stapler Wire No. 35-5M Stapler Wire No. 35-5M  
 10 pcs Epson Ink - 003 - Black Epson Ink - 003 - Black Epson Ink - 003 - Black  
 100 pcs Expandable Long Folder - Red/ Maroon (100pcs/box) Expandable Long Folder - Red/ Maroon Expandable Long Folder - Red/ Maroon  
 5 box Plastic Comb Binding Spines - 8mm - Black (100pcs per box)-Cut Size: 8x13" Plastic Comb Binding Spines - 8mm - Black (100pcs per box)-Cut Size: 8x13"  
 5 box Plastic Comb Binding Spines - 12mm - Black (100pcs per box)-Cut Size: 8x13" Plastic Comb Binding Spines - 12mm - Black (100pcs per box)-Cut Size: 8x13"  
 15 pcs Data Folder with Taglia Lock -8.5x13" Data Folder with Taglia Lock -8.5x13" Data Folder with Taglia Lock -8.5x13"  
 15 pcs Data File Box-(5"x9" x 15-3/4") 127mm x 229mm x 400mm w/ closed ends & finger ring files 44 Data File Box-(5"x9" x 15-3/4") 127mm x 229mm x 400mm w/ closed ends & finger ring files 44 Data File Box-(5"x9" x 15-3/4") 127mm x 229mm x 400mm w/ closed ends & finger ring files 44  
 2 pcs Dater Stamp and Refill Dater Stamp and Refill Dater Stamp and Refill  
 2 pcs Lysol Lemon Flavor 510g Lysol Lemon Flavor 510g Lysol Lemon Flavor 510g  
 2 gallon Dishwashing Liquid Dishwashing Liquid Dishwashing Liquid  
 5 pcs Rags (Towel) - Cotton - 10x10" Rags (Towel) - Cotton - 10x10" Rags (Towel) - Cotton - 10x10"  
 10 pcs Doublesided tape with Foam 3/4 -5meter Doublesided tape with Foam 3/4 -5meter Doublesided tape with Foam 3/4 -5meter  
 1 box Rubberband 350g/ box Rubberband 350g/ box Rubberband 350g/ box  
 3 pcs Heavy Duty Scissors Heavy Duty Scissors Heavy Duty Scissors  
 2 roll Garbage Bag - Small (100pcs/roll) Garbage Bag - Small (100pcs/roll) Garbage Bag - Small (100pcs/roll)  
 2 roll Garbage Bag - Medium Garbage Bag - Medium Garbage Bag - Medium  
 2 roll Garbage Bag - Large Garbage Bag - Large Garbage Bag - Large  
 3 pcs Clipboard - Long - Wood Clipboard - Long - Wood Clipboard - Long - Wood  
 3 gallon 70% Isoprophyl Alcohol 70% Isoprophyl Alcohol 70% Isoprophyl Alcohol  
 2 bottle Glass Cleaner Spray 500mL Glass Cleaner Spray 500mL Glass Cleaner Spray 500mL  
 3 pcs Extended Mouse Pad (Black) Extended Mouse Pad (Black) Extended Mouse Pad (Black)  
 5 pack Heavy Duty Battery-AA-(2pcs/pack) Heavy Duty Battery-AA-(2pcs/pack) Heavy Duty Battery-AA-(2pcs/pack)  
 5 pack Heavy Duty Battery -AAA-(2pcs/pack) Heavy Duty Battery -AAA-(2pcs/pack) Heavy Duty Battery -AAA-(2pcs/pack)  
 2 pcs Keyboard Keyboard Keyboard  
 Keycaps: A-Shape, Round Edge, Hardware Connectivity: USB Keycaps: A-Shape, Round Edge, Hardware Connectivity: USB  
 USB Keycaps: A-Shape, Round Edge, Hardware Connectivity: USB  
 Adjustable Keyboard Legs: Yes Adjustable Keyboard Legs: Yes Adjustable Keyboard Legs: Yes  
 Dimension: 453 x 152 x 28 mm Dimension: 453 x 152 x 28 mm Dimension: 453 x 152 x 28 mm  
 Cable Length: 150 cm Cable Length: 150 cm Cable Length: 150 cm  
 \*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\* \*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\* \*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*

**Created by** Carolina Sales Barata

**Date Created** 25/02/2024

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C E N T R A L

REQUEST FOR QUOTATION / PROPOSAL

BPSU-CO-RDO-SUPPLY AND  
DELIVERY OF OFFICE  
SUPPLIES

RDO

|                        |  |                |                       |
|------------------------|--|----------------|-----------------------|
| Bidder:                |  | Office/Section |                       |
| Address:               |  | PR no.         | CO2024-02-0202        |
| E-Mail Address:        |  | Quotation No.  | PhilGeps 2024-02-0034 |
| Contact No.            |  |                |                       |
| TIN.no: (indicate 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.



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 109,175.00 |  |
|-----|------|-----------------|----------------------------------------------------------|------------|----------------|--|
| No. | Qty. | Unit of Measure | Description/Offer                                        | Unit Price | Total Cost     |  |
| 1   | 10   | pack            | Specialty Paper - A4 - 200gsm - White (100sheets/pack)   |            |                |  |
| 2   | 5    | pack            | Specialty Paper - Long - 200gsm - White (100sheets/pack) |            |                |  |
| 3   | 90   | reams           | Bond Paper - 8.5x13" - 80gsm                             |            |                |  |
| 4   | 50   | reams           | Bond Paper - A4" - 80gsm                                 |            |                |  |
| 5   | 5    | reams           | Bond Paper - 8.5x11" - 80gsm                             |            |                |  |
| 6   | 200  | pcs             | Certificate Holder - A4 - Maroon                         |            |                |  |
| 7   | 10   | pack            | Sticker Paper (A4, White, Matte) - 10sheets per pack     |            |                |  |
| 8   | 10   | pack            | Photo Paper (A4, White, Matte) - 10sheets per pack       |            |                |  |
| 9   | 10   | pad             | Arrow Sticker Film Index                                 |            |                |  |
| 10  | 10   | pad             | Sticky Note Pad - 2" x 3"                                |            |                |  |
| 11  | 10   | pad             | Sticky Note Pad - 1.5" x 2"                              |            |                |  |
| 12  | 10   | pad             | Sticky Note - 3" x 3"                                    |            |                |  |
| 13  | 10   | pad             | Sticky Note - 3" x 2"                                    |            |                |  |
| 14  | 10   | pad             | Sticky Note - 4" x 3"                                    |            |                |  |
| 15  | 12   | box             | Binder Clips 1" - (12 pcs/box)                           |            |                |  |
| 16  | 12   | box             | Binder Clips 1 1/4" - (12 pcs/box)                       |            |                |  |
| 17  | 15   | box             | Paper Clips 33mm                                         |            |                |  |
| 18  | 25   | pcs             | Correction Tape                                          |            |                |  |
| 19  | 10   | pcs             | TAPE, transparent, 48 mm                                 |            |                |  |
| 20  | 10   | pcs             | TAPE, transparent, 24 mm                                 |            |                |  |
| 21  | 10   | pcs             | TAPE, packaging, 48 mm                                   |            |                |  |
| 22  | 3    | box             | Sign Pen 0.5 (Blue) - (12 pcs/box)                       |            |                |  |
| 23  | 3    | box             | Sign Pen 0.5 (Black) - (12 pcs/box)                      |            |                |  |
| 24  | 3    | box             | BallPen (Blue) - (12 pcs/box)                            |            |                |  |
| 25  | 3    | box             | BallPen (Black) - (12 pcs/box)                           |            |                |  |
| 26  | 3    | box             | BallPen (Red) - (12 pcs/box)                             |            |                |  |
| 27  | 3    | box             | Pentel Pen - (12 pcs/box)                                |            |                |  |
| 28  | 1    | box             | White Board Marker - (12 pcs/box) Black                  |            |                |  |
| 29  | 1    | pcs             | White Board Marker - (12 pcs/box)Blue                    |            |                |  |
| 30  | 1    | pcs             | White Board Marker - (12 pcs/box)Red                     |            |                |  |
| 31  | 2    | pcs             | White Board Eraser                                       |            |                |  |
| 32  | 1    | pack            | Laminating Film-"8.5x13"-125 microns                     |            |                |  |
| 33  | 3    | pack            | PVC Clear Cover-8.5 x 13" -(200pcs/pack)                 |            |                |  |

|    |     |        |                                                                                                |  |  |
|----|-----|--------|------------------------------------------------------------------------------------------------|--|--|
| 34 | 3   | pack   | PVC Clear Cover-A4-(200pcs/pack)                                                               |  |  |
| 35 | 20  | pcs    | Highlighters Green/ Yellow                                                                     |  |  |
| 36 | 1   | pcs    | Puncher Heavy Duty                                                                             |  |  |
| 37 | 1   | pcs    | Stapler                                                                                        |  |  |
| 38 | 10  | box    | Stapler Wire No. 35-5M                                                                         |  |  |
| 39 | 10  | pcs    | Epson Ink - 003 - Black                                                                        |  |  |
| 40 | 100 | pcs    | Expandable Long Folder - Red/ Maroon (100pcs/box)                                              |  |  |
| 41 | 5   | box    | Plastic Comb Binding Spines - 8mm - Black (100pcs per box)-<br>Cut Size: 8x13"                 |  |  |
| 42 | 5   | box    | Plastic Comb Binding Spines - 12mm - Black (100pcs per box)-<br>Cut Size: 8x13"                |  |  |
| 43 | 15  | pcs    | Data Folder with Taglia Lock -8.5x13"                                                          |  |  |
| 44 | 15  | pcs    | Data File Box-(5"x9" x 15-3/4") 127mm x 229mm x 400mm w/<br>closed ends & finger ring files 44 |  |  |
| 45 | 2   | pcs    | Dater Stamp and Refill                                                                         |  |  |
| 46 | 2   | pcs    | Lysol Lemon Flavor 510g                                                                        |  |  |
| 47 | 2   | gallon | Dishwashing Liquid                                                                             |  |  |
| 48 | 5   | pcs    | Rags (Towel) - Cotton - 10x10"                                                                 |  |  |
| 49 | 10  | pcs    | Doublesided tape with Foam 3/4 -5meter                                                         |  |  |
| 50 | 1   | box    | Rubberband 350g/ box                                                                           |  |  |
| 51 | 3   | pcs    | Heavy Duty Scissors                                                                            |  |  |
| 52 | 2   | roll   | Garbage Bag - Small (100pcs/roll)                                                              |  |  |
| 53 | 2   | roll   | Garbage Bag - Medium                                                                           |  |  |
| 54 | 2   | roll   | Garbage Bag - Large                                                                            |  |  |
| 55 | 3   | pcs    | Clipboard - Long - Wood                                                                        |  |  |
| 56 | 3   | gallon | 70% Isoprophyl Alcohol                                                                         |  |  |
| 57 | 2   | bottle | Glass Cleaner Spray 500mL                                                                      |  |  |
| 58 | 3   | pcs    | Extended Mouse Pad (Black)                                                                     |  |  |
| 59 | 5   | pack   | Heavy Duty Battery-AA-(2pcs/pack)                                                              |  |  |
| 60 | 5   | pack   | Heavy Duty Battery -AAA-(2pcs/pack)                                                            |  |  |
| 61 | 2   | pcs    | Keyboard                                                                                       |  |  |
|    |     |        | Keycaps: A-Shape, Round Edge, Hardware Connectivity: USB                                       |  |  |
|    |     |        | Adjustable Keyboard Legs: Yes                                                                  |  |  |
|    |     |        | Dimension: 453 × 152 × 28 mm                                                                   |  |  |
|    |     |        | Cable Length: 150 cm                                                                           |  |  |
|    |     |        | ***** 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