



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	10659899
Procuring Entity	BATAAN PENINSULA STATE UNIVERSITY
Title	BPSU-CO-VPAF- SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND EQUIPMENT
Area of Delivery	Bataan

Solicitation Number:	CO2024-03-0301	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 324,315.06	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	14/03/2024
Contact Person:	Carolina Sales Barata Procurement Staff Capitol Compound Balanga City Bataan Philippines 2100 63-47-2371341 csbarata@bpsu.edu.ph	Last Updated / Time	13/03/2024 21:29 PM
		Closing Date / Time	18/03/2024 08:00 AM

Description
Qty. Unit of Measure Description/Offer 1 LOT LOT A. SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT AND OFFICE SUPPLIES set One(1) unit of Receiving Sofa unit Seventeen(17) unit of Office Chair(Specification:(WDH):650mm x 650mm x 850mm, Height Adjustable up to: 940 mm, Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support, Seat: Density Mold Foam Cusion Fabric Seat, Armrest: PU, with tilting mechanism, Base: Metal Chrome Star Base, Casters: Floor-safe PU Casters unit Two(2) unit of Paper Shredder(Security Type/Level:Confidential/P-4, Shred Type: Super Cross-Cut, Shreds: Paper, CD/DVD, ATM/Credit Cards, Paper Clips, Staples, Shred Size: 4 x 40mm, Shredding Capacity: 16 Papers(70gsm, A4 size), Continuous Run-time: 30 minutes (Approximate), Paper Feed Slot Width: 240mm, CD/DVD Feed Slot Width: 122 mm, Cutting Speed: Greater than or equal to 2 metres/min Waste Bastet Capacity: 31 Liters, Visible window for Waste Basket to get the view of waste, Noise Level: Less than 70 dB, Power Supply: 220 Volts AC/50 Hz, Rated Power: 270 Watts, Product Dimensions: 15.35 x 11.88 x 24.21 Inches/390 x 302 x 615 mm, Net Weight: 17.2 kg, Colour: Black, Reverse, Standby, Forward Options unit Three(3) unit of Table L-Type (140x40) Metal unit Two(2) unit of Executive Chair high back unit One(1) of 5 Layer steel rock shelf unit One(1) unit of 3 Layer Metal Drawer Cabinet with lock Unit-Minimalist Home Office Storage Drawer File Cabinet unit Three(3) unit of Office Table(Constructed from high quality materials for durability and strength with a minimalist design with 3 locked by keys side drawers and a cabinet unit One(1) unit of Water Dispenser(Free standing water dispenser, hot and cold, compressor type cooling, with mini storage cabinet unit One(1) unit of Steel Cabinet(Layer Lateral Steel Filling Cabinet, Standard Size: H133*W90*D45.2cm, Weight 51kgs, Thickness: 0.7mm, Weight Capacity: 35 kg per layer unit Two(2) unit of Glass Cabinet(Glass door cabinet with lock, 48 inch x 84 inch(WxH) unit One(1) unit of Door knob(Stainless Steel, Door Thickness: 35-50mm 3 keys unit One(1) unit of Mop(Free Hand Wash Flat Mop, 360 Degree Rotating) unit Two(2) unit of Trash bin(15L Trash Can) unit Two(2) unit of Stapler(Half Strip Desk Stapler with new rounded handle for arch crown staples and build in staple remover. unit One(1) unit of Paper clip 50mm unit One(1) unit of Two-hole puncher(Heavy Duty) 1 LOT LOT B. FREE USE OF A3 SIZE COPIER AND FREE MAINTENANCE AND PARTS ***** NOTHING FOLLOWS *****

Created by	Carolina Sales Barata
Date Created	13/03/2024

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CENTRAL

REQUEST FOR QUOTATION / PROPOSAL

BPSU-CO-VPAF- SUPPLY AND
DELIVERY OF OFFICE SUPPLIES
AND EQUIPMENT

Bidders:	Office/Section	VPAF
Address:	PR no.	CO2024-03-301
E-Mail Address:	Quotation No.	PhilGeps 2024-03-0056
Contact No.	Date	March 13, 2024
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 324,315.06	
No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost	
1	1	LOT	LOT A. SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT AND OFFICE SUPPLIES			
		set	One(1) unit of Receiving Sofa			
		unit	Seventeen(17) unit of Office Chair(Specification:(WDH):650mm x 650mm x 850mm, Height Adjustable up to: 940 mm, Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support, Seat: Density Mold Foam Cusion Fabric Seat, Armrest: PU, with tilting mechanism, Base: Metal Chrome Star Base, Casters: Floor-safe PU Casters			
		unit	Two(2) unit of Paper Shredder(Security Type/Level:Confidential/P-4, Shred Type: Super Cross-Cut, Shreds: Paper, CD/DVD, ATM/Credit Cards, Paper Clips, Staples, Shred Size: 4 x 40mm, Shredding Capacity: 16 Papers(70gsm, A4 size), Continuous Run-time: 30 minutes (Approximate), Paper Feed Slot Width: 240mm, CD/DVD Feed Slot Width: 122 mm, Cutting Speed: Greater than or equal to 2 metres/min Waste Bastet Capacity: 31 Liters, Visible window for Waste Basket to get the view of waste, Noise Level: Less than 70 dB, Power Supply: 220 Volts AC/50 Hz, Rated Power: 270 Watts, Product Dimensions: 15.35 x 11.88 x 24.21 Inches/390 x 302 x 615 mm, Net Weight: 17.2 kg, Colour: Black, Reverse, Standby, Forward Options			
		unit	Three(3) unit of Table L-Type (140x40) Metal			
		unit	Two(2) unit of Executive Chair high back			

		unit	One(1) of 5 Layer steel rock shelf		
		unit	One(1) unit of 3 Layer Metal Drawer Cabinet with lock Unit-Minimalist Home Office Storage Drawer File Cabinet		
		unit	Three(3) unit of Office Table(Constructed from high quality materials for durability and strength with a minimalist design with 3 locked by keys side drawers and a cabinet		
		unit	One(1) unit of Water Dispenser(Free standing water dispenser, hot and cold, compressor type cooling, with mini storage cabinet		
		unit	One(1) unit of Steel Cabinet(Layer Lateral Steel Filling Cabinet, Standard Size: H133*W90*D45.2cm, Weight 51kgs, Thickness: 0.7mm, Weight Capacity: 35 kg per layer		
		unit	Two(2) unit of Glass Cabinet(Glass door cabinet with lock, 48 inch x 84 inch(WxH)		
		unit	One(1) unit of Door knob(Stainless Steel, Door Thickness: 35-50mm 3 keys		
		unit	One(1) unit of Mop(Free Hand Wash Flat Mop, 360 Degree Rotating)		
		unit	Two(2) unit of Trash bin(15L Trash Can)		
		unit	Two(2) unit of Stapler(Half Strip Desk Stapler with new rounded handle for arch crown staples and build in staple remover.		
		unit	One(1) unit of Paper clip 50mm		
		unit	One(1) unit of Two-hole puncher(Heavy Duty)		
	1	LOT	LOT B. FREE USE OF A3 SIZE COPIER AND FREE MAINTENANCE AND PARTS		
			***** NOTHING FOLLOWS *****		

Delivery Period

Warranty

Price Validity

Printed Name/Signature

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

Date