



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10669134
Procuring Entity BATAAN PENINSULA STATE UNIVERSITY
Title BPSU- CO-DAKMO- SUPPLY AND DEILIVERY OF OFFICE SUPPLIES
Area of Delivery Bataan

Solicitation Number:	CO2024-03-0345	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 85,520.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	17/03/2024
Contact Person:	Carolina Sales Barata Procurement Staff Capitol Compound Balanga City Bataan Philippines 2100 63-47-2371341 csbarata@bpsu.edu.ph	Last Updated / Time	16/03/2024 23:03 PM
		Closing Date / Time	20/03/2024 08:00 AM

Description			
Qty. Unit of Measure Description/Offer			
15 ream A4-sized bond paper 80 GSM			
3 ream A3-sized bond paper			
5 ream Letter-sized bond paper (8.5" x 11") 80 GSM			
15 ream Long-sized bond paper (8.5" x 13") 80 GSM			
2 pcs Record book (500 pages)			
30 pcs Long clear folder			
50 pcs Long white folder			
50 pcs Long expandable folder			
30 pcs Long expanding envelope			
15 pcs Magazine file box			
15 pcs File folder with ring binder			
1 pc Bulletin board (9ft x 6ft)			
5 pcs White board (3ft x 4ft)			
5 pcs Stapler standard heavy duty			
10 boxes Stapler wire no. 35			
20 boxes Back fold binder clips - 25mm			
20 boxes Back fold binder clips - 32mm			
20 boxes Back fold binder clips - 50mm			
4 pcs Plastic ruler 450mm			
5 pcs Scissors			
10 pads Sticky notepad (76mm x 76mm)			
10 pcs Sticky tab			
5 boxes Fastener			
2 pcs Puncher			
10 boxes Paper clip - 32mm			
10 boxes Paper clip - 50mm			
2 boxes Push pins (100 pcs)			
5 boxes Rubber band no. 18			
15 pcs White board marker (black)			
5 pcs Correction tape			
2 pcs Tape dispenser			
10 pcs Tape transparent - 48mm			
5 rolls Double-sided tape			
1 pc Tucker			
2 pc Calculator			
1 pcs Heavy duty sharpener			
5 pcs Permanent marker (black)			
5 pcs Pencil			
1 boxes Glue, all purpose			
15 jar Blue gel pen			
10 pcs Plastic ring binder - 6mm			
10 pcs Plastic ring binder - 10mm			

10 pcs Plastic ring binder - 16mm
1 pcs External hard drive - 2TB
3 pcs Flash drive - 1TB
1 pc Paper shredder
1 pc Digital voice recorder
1 pc Receiving stamp with date
2 pcs Stamp pad
2 bottles Ink for stamp pad
2 rolls A4-sized acetate
1 pc Paper cutter with ruler
1 pc Broom (Walis tambo)
1 pc Dust pan
1 pc Tornado Mop
5 pouches Detergent powder
3 cans Disinfectant spray
5 pcs Wastebasket small
4 boxes Face mask
4 packs Trash bag
***** NOTHING FOLLOWS *****

Created by

Carolina Sales Barata

Date Created

16/03/2024

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C E N T R A L

REQUEST FOR QUOTATION / PROPOSAL

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

Bidders:	_____	Office/Section	DATA ANALYTICS AND KNOWLEDGE MANAGEMENT OFFICE
Address:	_____	PR no.	CO2024-03-0345
E-Mail Address:	_____	Quotation No.	PhilGeps 2024-03-0060
Contact No.	_____	Date	March 15, 2024
TIN.no: <small>(indicate VAT)</small>	_____		

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 85,520.00	
No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	15	ream	A4-sized bond paper 80 GSM		
2	3	ream	A3-sized bond paper		
3	5	ream	Letter-sized bond paper (8.5" x 11") 80 GSM		
4	15	ream	Long-sized bond paper (8.5" x 13") 80 GSM		
5	2	pcs	Record book (500 pages)		
6	30	pcs	Long clear folder		
7	50	pcs	Long white folder		
8	50	pcs	Long expandable folder		
9	30	pcs	Long expanding envelope		
10	15	pcs	Magazine file box		
11	15	pcs	File folder with ring binder		
12	1	pc	Bulletin board (9ft x 6ft)		
13	5	pcs	White board (3ft x 4ft)		
14	5	pcs	Stapler standard heavy duty		
15	10	boxes	Stapler wire no. 35		
16	20	boxes	Back fold binder clips - 25mm		
17	20	boxes	Back fold binder clips - 32mm		
18	20	boxes	Back fold binder clips - 50mm		
19	4	pcs	Plastic ruler 450mm		
20	5	pcs	Scissors		
21	10	pads	Sticky notepad (76mm x 76mm)		
22	10	pcs	Sticky tab		
23	5	boxes	Fastener		
24	2	pcs	Puncher		
25	10	boxes	Paper clip - 32mm		
26	10	boxes	Paper clip - 50mm		
27	2	boxes	Push pins (100 pcs)		
28	5	boxes	Rubber band no. 18		
29	15	pcs	White board marker (black)		
30	5	pcs	Correction tape		
31	2	pcs	Tape dispenser		
32	10	pcs	Tape transparent - 48mm		
33	5	rolls	Double-sided tape		
34	1	pc	Tucker		

35	2	pc	Calculator		
36	1	pcs	Heavy duty sharpener		
37	5	pcs	Permanent marker (black)		
38	5	pcs	Pencil		
39	1	boxes	Glue, all purpose		
40	15	jar	Blue gel pen		
41	10	pcs	Plastic ring binder - 6mm		
42	10	pcs	Plastic ring binder - 10mm		
43	10	pcs	Plastic ring binder - 16mm		
44	1	pcs	External hard drive - 2TB		
45	3	pcs	Flash drive - 1TB		
46	1	pc	Paper shredder		
47	1	pc	Digital voice recorder		
48	1	pc	Receiving stamp with date		
49	2	pcs	Stamp pad		
50	2	bottles	Ink for stamp pad		
51	2	rolls	A4-sized acetate		
52	1	pc	Paper cutter with ruler		
53	1	pc	Broom (Walis tambo)		
54	1	pc	Dust pan		
55	1	pc	Tornado Mop		
56	5	pouches	Detergent powder		
57	3	cans	Disinfectant spray		
58	5	pcs	Wastebasket small		
59	4	boxes	Face mask		
60	4	packs	Trash bag medium		
			***** NOTHING FOLLOWS *****		

Delivery Period

Warranty

Price Validity

Printed Name/Signature

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

Date