



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9800062  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU MCO REG Supply & Delivery of Office Supplies, Equipment and Consumables  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	MCO 2023-05-396	<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>	3
<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 59,700.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	30/05/2023
<b>Contact Person:</b>	Riezle Clarin Muñoz Procurement Unit Capitol Site Balanga City Bataan Philippines 2100 63-47-2371341 63-932-8662730 rcmunoz@bpsu.edu.ph	<b>Last Updated / Time</b>	29/05/2023 17:12 PM
		<b>Closing Date / Time</b>	05/06/2023 17:00 PM

#### Description

Qty. Unit of Measure Description/Offer  
2 pc Stamp ( self inking/customized) - Certified True Copy  
1 pc Received  
1 pc CAV (see attached pictures)  
15 pc Stamp Ink  
16 pc Mouse Mat pad Wrist rest gel foam  
20 pc Sign pen black, liquid or gel  
20 pc Sign pen blue, liquid or gel  
20 pc Sign pen green, liquid or gel  
10 pck Battery dry cell, size , size AA; 2 pcs per pack  
10 pouch Detergent powder, all purpose, 1kg  
10 pck Trashbag, black, 37 x 40" XL, 10 pcs per roll pack  
20 box Clip, backfold, 19mm  
20 box Clip, backfold, 25mm  
20 pc Correction tape, 8 meters  
2 box Folder, pressboard, 100 pcs per box (See attached picture)  
20 pc Permanent marker black  
10 jar Paste  
50 pck KF95-SD, 10 pcs/ pack (white)  
50 pck KF-95-SD, 10pcs/ pack (gray)  
4 pck Laminating pouches A4, 150 microns (100/pack)  
4 pck Laminating pouches Legal, 150 microns (100/pack)  
10 btl Ink Epson (T003) Black

10 btl Ink Epson (T6641) Black  
1 unit Paper shredder  
1 unit Microwave oven  
1 unit Electric kettle (stainless)  
\*\*\*nothing follows\*\*\*

**Created by** Riezle Clarin Muñoz

**Date Created** 29/05/2023

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## REQUEST FOR QUOTATION/PROPOSAL

**BPSU MCO REG Supply &  
Delivery of Office Supplies,  
Equipment and  
Consummables**

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

<b>MCO 2023-05-396</b>
<b>Philgeps-2023-05-082mco</b>

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.

  
**RIEZLE CLARIN MUNOZ**  
 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 59,700.00**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	2	pc	Stamp ( self inking/customized) - Certified True Copy		
2	1	pc	Received		
3	1	pc	CAV (see attached pictures)		
2	15	pc	Stamp Ink		
3	16	pc	Mouse Mat pad Wrist rest gel foam		
4	20	pc	Sign pen black, liquid or gel		
5	20	pc	Sign pen blue, liquid or gel		
6	20	pc	Sign pen green, liquid or gel		
7	10	pck	Battery dry cell, size , size AA; 2 pcs per pack		
8	10	pouch	Detergent powder, all purpose, 1kg		
9	10	pck	Trashbag, black, 37 x 40" XL, 10 pcs per roll pack		
10	20	box	Clip, backfold, 19mm		
11	20	box	Clip, backfold, 25mm		
12	20	pc	Correction tape, 8 meters		
13	2	box	Folder, pressboard, 100 pcs per box (See attached picture)		
14	20	pc	Permanent marker black		
15	10	jar	Paste		
16	50	pck	KF95-SD, 10 pcs/ pack (white)		
17	50	pck	KF-95-SD, 10pcs/ pack (gray)		
18	4	pck	Laminating pouches A4, 150 microns (100/pack)		
19	4	pck	Laminating pouches Legal, 150 microns (100/pack)		
20	10	btl	Ink Epson (T003) Black		
21	10	btl	Ink Epson (T6641) Black		
22	1	unit	Paper shredder		
23	1	unit	Microwave oven		
24	1	unit	Electric kettle (stainless)		
			***nothing follows***		

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Delivery Period

Warranty

Price Validity

Printed Name/Signature

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

Date