



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10330957  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU MC REG Supply & Delivery of Office Supplies, Equipment and Consumables  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	MC23-11-1036	<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 182,867.50	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	17/11/2023
<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>	16/11/2023 19:47 PM
		<b>Closing Date / Time</b>	20/11/2023 06:00 AM

#### Description

Qty. Unit of Measure Description/Offer  
5 pc BATTERY, dry cell, AA, 2 pieces per blister pack  
5 pc BATTERY, dry cell, AAA, 2 pieces per blister pack  
4 pc Rechargeable BATTERY Type-C, dry cell, D, 1.5 volts, alkaline, 2/pack  
800 pc Mailing stamp - 10 pesos denomination  
700 pc Mailing stamp - 7 pesos denomination  
620 pc Mailing stamp - 5 pesos denomination  
10 book RECORD BOOK, 300 PAGES, size: 214mm x 278mm min  
10 roll TAPE, TRANSPARENT, width: 24mm (±1mm)  
20 piece CORRECTION TAPE, film base type, UL 6m min  
20 piece DATA FILE BOX, made of chipboard, with closed ends  
2 box ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc  
10 piece MARKER, PERMANENT, bullet type, black  
5 piece MARKER, PERMANENT, bullet type, blue  
5 piece MARKER, PERMANENT, bullet type, red  
20 box PAPER CLIP, vinyl/plastic coat, length: 32mm min  
20 box PAPER CLIP, vinyl/plastic coat, length: 50mm min  
30 cart INK CART, EPSON C13T664100 (T6641), Black  
15 cart INK CART, EPSON C13T664300 (T6643), Magenta  
60 piece SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip  
60 piece SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip  
30 piece Ballpen - Black  
40 piece Ballpen - Blue

30 piece Gel pen - Black  
60 piece Gel pen - Blue  
20 pad Note pad, stick-on, 2"x3", 100 sheets per pad  
20 pad Note pad, stick-on, 3"x3", 100 sheets per pad  
20 pad Note pad, stick-on, 3"x4", 100 sheets per pad  
4 box Long Brown Envelope (500pcs. per box)  
36 can AIR FRESHENER, aerosol, 280ml/150g min  
2 piece BROOM, soft (tambo)  
30 bottle CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap  
12 can CLEANSER, SCOURING POWDER, 350g min./can  
5 piece DETERGENT BAR, 140 grams as packed  
12 pack DETERGENT POWDER, all purpose, 1kg  
72 can DISINFECTANT SPRAY, aerosol type, 400-550 grams  
1 piece DUST PAN, non-rigid plastic, w/ detachable handle  
1 gallon SODIUM HYPOCHLORITE, 3.785 liters  
36 bottle HAND SOAP, Liquid, 500ml  
10 can FURNITURE CLEANER, aerosol type, 300ml min per can  
1 bundle RAGS, all cotton, 32 pieces per kilogram min  
7 pack TRASHBAG, GPP specs, black, 940mmx1016mm  
18 piece WASTEBASKET, non-rigid plastic  
1 unit Water Dispenser  
2 unit Ergonomic Office Chair with Headrest  
3 unit Steel Office Table with 3 Drawers, 1 Central Lock, Steel with Powder Coating (Dimensions: W1200 x D600 H750 MM)  
\*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*

**Created by** Riezle Clarin Muñoz

**Date Created** 16/11/2023

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# MAIN CAMPUS

## REQUEST FOR QUOTATION / PROPOSAL

**BPSU MC REG Supply &  
Delivery of Office Supplies,  
Equipment andf  
Consumables**

**Bidder:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
**Contact No.** \_\_\_\_\_

**Office/Section**

**PR no.**

**Quotation No.**

**TIN.no:** (indicate VAT or Non-Vat)

MC 2023-11-1036  
 Philgeps 2023-11-111mc

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 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 P182,867.50**

No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	5	pc	BATTERY, dry cell, AA, 2 pieces per blister pack		
2	5	pc	BATTERY, dry cell, AAA, 2 pieces per blister pack		
3	4	pc	Rechargeable BATTERY Type-C, dry cell, D, 1.5 volts, alkaline, 2/pack		
4	800	pc	Mailing stamp - 10 pesos denomination		
5	700	pc	Mailing stamp - 7 pesos denomination		
6	620	pc	Mailing stamp - 5 pesos denomination		
7	10	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
8	10	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
9	20	piece	CORRECTION TAPE, film base type, UL 6m min		
10	20	piece	DATA FILE BOX, made of chipboard, with closed ends		
11	2	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc		
12	10	piece	MARKER, PERMANENT, bullet type, black		
13	5	piece	MARKER, PERMANENT, bullet type, blue		
14	5	piece	MARKER, PERMANENT, bullet type, red		
15	20	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
16	20	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min		
17	30	cart	INK CART, EPSON C13T664100 (T6641), Black		
18	15	cart	INK CART, EPSON C13T664300 (T6643), Magenta		
19	60	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
20	60	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
21	30	piece	Ballpen - Black		
22	40	piece	Ballpen - Blue		
23	30	piece	Gel pen - Black		
24	60	piece	Gel pen - Blue		
25	20	pad	Note pad, stick-on, 2"x3", 100 sheets per pad		
26	20	pad	Note pad, stick-on, 3"x3", 100 sheets per pad		
27	20	pad	Note pad, stick-on, 3"x4", 100 sheets per pad		
28	4	box	Long Brown Envelope (500pcs. per box)		

29	36	can	AIR FRESHENER, aerosol, 280ml/150g min		
30	2	piece	BROOM, soft (tambo)		
31	30	bottle	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap		
32	12	can	CLEANSER, SCOURING POWDER, 350g min./can		
33	5	piece	DETERGENT BAR, 140 grams as packed		
34	12	pack	DETERGENT POWDER, all purpose, 1kg		
35	72	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
36	1	piece	DUST PAN, non-rigid plastic, w/ detachable handle		
37	1	gallon	SODIUM HYPOCHLORITE, 3.785 liters		
38	36	bottle	HAND SOAP, Liquid, 500ml		
39	10	can	FURNITURE CLEANER, aerosol type, 300ml min per can		
40	1	bundle	RAGS, all cotton, 32 pieces per kilogram min		
41	7	pack	TRASHBAG, GPP specs, black, 940mmx1016mm		
42	18	piece	WASTEBASKET, non-rigid plastic		
43	1	unit	Water Dispenser		
44	2	unit	Ergonomic Office Chair with Headrest		
45	3	unit	Steel Office Table with 3 Drawers, 1 Central Lock, Steel with Powder Coating		
46			***** NOTHING FOLLOWS *****		
47					
48					

*jhozle3rd6thx*

Delivery Period  
Warranty  
Price Validity

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Printed Name/Signature

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

Date