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Procurement Opportunities

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10609704  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU- CO-OSPD- SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND EQUIPMENT  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	CO2024-02-0230	<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 162,430.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	29/02/2024
<b>Contact Person:</b>	Carolina Sales Barata Procurement Staff Capitol Compound Balanga City Bataan Philippines 2100 63-47-2371341  csbarata@bpsu.edu.ph	<b>Last Updated / Time</b>	28/02/2024 23:46 PM
		<b>Closing Date / Time</b>	04/03/2024 08:00 AM

#### Description

Qty. Unit of Measure Description/Offer  
 20 bottle Epson Ink 003 Black Epson Ink 003 Black  
 10 bottle Epson Ink 003 Cyan Epson Ink 003 Cyan Epson Ink 003 Cyan  
 10 bottle Epson Ink 003 Magenta Epson Ink 003 Magenta Epson Ink 003 Magenta  
 10 bottle Epson Ink 003 Yellow Epson Ink 003 Yellow Epson Ink 003 Yellow  
 2 set bluetooth keyboard and mouse (wireless) bluetooth keyboard and mouse (wireless) bluetooth keyboard and mouse (wireless)  
 1 pc microphone wireless microphone wireless microphone wireless  
 1 unit bluetooth speaker with wheels and microphone bluetooth speaker with wheels and microphone bluetooth speaker with wheels and microphone  
 2 set desktop camera desktop camera desktop camera  
 25 ream copy paper Legal size 70 gsm copy paper Legal size 70 gsm copy paper Legal size 70 gsm  
 25 ream copy paper A4 size 70 gsm copy paper A4 size 70 gsm copy paper A4 size 70 gsm  
 1 unit "All in one printer 3 in 1 continous ink Printer:Nozzle Configuration: 180 Nozzles Black, 59 Nozzles per Color ,Minimum Droplet Size: 3 pl, With Variable-Sized Droplet Technology ,Ink Technology: Dye Ink  
 Printing Resolution: 5,760 x 1,440 DPI  
 Category: Home, Home Office  
 All-in-One Functions: Print, Scan, Copy, Printing Speed: ISO/EC 24734: 10 pages/min monochrome,5 pages/min colour,69 seconds per 10 x15 cm photo, Printing Speed: 15 pages/min Colour (plain paper 75 g/m<sup>2</sup>), 33 pages/min Monochrome (plain paper 75 g/m<sup>2</sup>), 27 Seconds per 10 x 15 cm photo Premium Glossy Photo Paper, Colours: Black,

Cyan, Yellow, Magenta

" all in one printer 3 in 1 continuous ink all in one printer 3 in 1 continuous ink  
 1 set Desktop computer headset with microphone, Processor: i3 12 gen, Memory: 8 gb Ram, Motherboard: LGA1700 Socket, Storage: SSD 240 or higher , Monitor: 18.5 or higher, Case: Generic, Power Supply: Generic, Keyboard and Mouse and AVR: desktop computer headset with microphone desktop computer headset with microphone  
 2 pc 12 digits calculator 12 digits calculator 12 digits calculator  
 1 unit "Document scanner usb type 1. Time set Button Press this button to enter time set mode 2. USB 2.0 high Speed 3. MicroSD Card storage  
 4. Format Button Press this button to format Micro SD card 5. Storage formats Choose Storage formats LCD will display JPG/PDF 6. Scanning LED indicator Scanning ready:LED indicator light is green 7. Power/Scanning Power on/off: hold down this button 2 seconds ,then open power or shut off the power  
 After open the power, push down this button to scan  
 Then press this button to stop the scanning 8. Power source 2 x AA batteries High/Mi/Low Resolution Mode Icon will display on LCD. 9. Resolution 900DPI/600DPI/300DPI 10. LCD Scanning status display 11. Correct LED indicator When over-speed: LED indicator light is red  
 " document scanner usb type document scanner usb type  
 3 pc paper tray steel 3 layers paper tray steel 3 layers paper tray steel 3 layers  
 3 box ball pen blue ball pen blue ball pen blue  
 3 box ball pen black ball pen black ball pen black  
 1 box ball pen red ball pen red ball pen red  
 1 box pentel pen broad type (black permanent) pentel pen broad type (black permanent) pentel pen broad type (black permanent)  
 1 box pentel pen (black) white board marker pentel pen (black) white board marker pentel pen (black) white board marker  
 3 pc ruler steel 12 inches ruler steel 12 inches ruler steel 12 inches  
 20 pc correction tape correction tape correction tape  
 20 roll scotch tape 1" scotch tape 1" scotch tape 1"  
 5 pc door mat (rubber) door mat (rubber) door mat (rubber)  
 5 set ear tags ear tags ear tags  
 10 box paper clip 1" paper clip 1" paper clip 1"  
 10 box paper clip 2" paper clip 2" paper clip 2"  
 10 box binder clip 1" binder clip 1" binder clip 1"  
 10 box binder clip 3" binder clip 3" binder clip 3"  
 10 box staple wire standard staple wire standard staple wire standard  
 6 bottle glue all purpose glue all purpose glue all purpose  
 2 bottle stamp pad ink (blue) stamp pad ink (blue) stamp pad ink (blue)  
 5 can disinfectant spray 19 oz disinfectant spray 19 oz disinfectant spray 19 oz  
 4 can insecticide spray 580 ml insecticide spray 580 ml insecticide spray 580 ml  
 2 pc stapler heavy duty stapler heavy duty stapler heavy duty  
 2 pc office table with drawer office table with drawer office table with drawer  
 1 pc executive table with cabinet executive table with cabinet executive table with cabinet  
 \*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*  
 FOLLOWS \*\*\*\*\*

**Created by** Carolina Sales Barata

**Date Created** 28/02/2024

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C E N T R A L

REQUEST FOR QUOTATION / PROPOSAL

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

<b>Bidders:</b>		<b>Office/Section</b>		<b>OSPD</b>
<b>Address:</b>		<b>PR no.</b>		<b>CO2024-02-0230</b>
<b>E-Mail Address:</b>		<b>Quotation No.</b>		<b>PhilGeps 2024-02-0041</b>
<b>Contact No.</b>				
<b>TIN.no:</b> <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 162,430.00	
No.	Qty.	Unit of Measure	Description/Offer	Unit Price	Total Cost	
1	20	bottle	Epson Ink 003 Black			
2	10	bottle	Epson Ink 003 Cyan			
3	10	bottle	Epson Ink 003 Magenta			
4	10	bottle	Epson Ink 003 Yellow			
5	2	set	bluetooth keyboard and mouse (wireless)			
6	1	pc	microphone wireless			
7	1	unit	bluetooth speaker with wheels and microphone			
8	2	set	desktop camera			
9	25	ream	copy paper Legal size 70 gsm			
10	25	ream	copy paper A4 size 70 gsm			
11	1	unit	All in one printer 3 in 1 continous ink Printer:Nozzle Configuration: 180 Nozzles Black, 59 Nozzles per Color ,Minimum Droplet Size: 3 pl, With Variable-Sized Droplet Technology ,Ink Technology: Dye Ink Printing Resolution: 5,760 x 1,440 DPI Category: Home, Home Office All-in-One Functions: Print, Scan, Copy, Printing Speed: ISO/EC 24734: 10 pages/min monochrome,5 pages/min colour,69 seconds per 10 x15 cm photo, Printing Speed: 15 pages/min Colour (plain paper 75 g/m²), 33 pages/min Monochrome (plain paper 75 g/m²), 27 Seconds per 10 x 15 cm photo Premium Glossy Photo Paper, Colours: Black, Cyan, Yellow, Magenta			
12	1	set	Desktop computer headset with michrophone, Processor: i3 12 gen, Memory: 8 gb Ram, Motherboard: LGA1700 Socket, Storage: SSD 240 or higher , Monitor: 18.5 or higher, Case: Generic, Power Supply: Generic, Keyboard and Mouse and AVR:			
13	2	pc	12 digits calculator			

14	1	unit	Document scanner usb type 1. Time set Button Press this button to enter time set mode 2. USB 2.0 high Speed 3. MicroSD Card storage 4. Format Button Press this button to format Micro SD card 5. Storage formats Choose Storage formats LCD will display JPG/PDF 6. Scanning LED indicator Scanning ready:LED indicator light is green 7. Power/Scanning Power on/off: hold down this button 2 seconds ,then open power or shut off the power After open the power, push down this button to scan Then press this button to stop the scanning 8. Power source 2 x AA batteries High/Mi/Low Resolution Mode Icon will display on LCD. 9. Resolution 900DPI/600DPI/300DPI 10. LCD Scanning status display 11. Correct LED indicator When over-speed: LED indicator light is red		
15	3	pc	paper tray steel 3 layers		
16	3	box	ball pen blue		
17	3	box	ball pen black		
18	1	box	ball pen red		
19	1	box	pentel pen broad type (black permanent)		
20	1	box	pentel pen (black) white board marker		
21	3	pc	ruler steel 12 inches		
22	20	pc	correction tape		
23	20	roll	scotch tape 1"		
24	5	pc	door mat (rubber)		
25	5	set	ear tags		
26	10	box	paper clip 1"		
27	10	box	paper clip 2"		
28	10	box	binder clip 1"		
29	10	box	binder clip 3"		
30	10	box	staple wire standard		
31	6	bottle	glue all purpose		
32	2	bottle	stamp pad ink (blue)		
33	5	can	disinfectant spray 19 oz		
34	4	can	insecticide spray 580 ml		
35	2	pc	stapler heavy duty		
36	2	pc	office table with drawer		
37	1	pc	executive table with cabinet		
			***** NOTHING FOLLOWS *****		

After having carefully read and accepted your General conditions/ We quote 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