



Bid Notice Abstract

Request for Quotation (RFQ)

**Reference Number** 10677070  
**Procuring Entity** BATAAN PENINSULA STATE UNIVERSITY  
**Title** BPSU MC REG Supply and Delivery of First Quarter Office Supplies  
**Area of Delivery** Bataan

<b>Solicitation Number:</b>	MC24-03-194	<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 184,174.85	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	20/03/2024
<b>Contact Person:</b>	Kimberly Mhay Dela Rosa Almendras Procurement Unit Capitol Site Balanga City Bataan Philippines 2100 63-47-2371341 63-915-5454680 kmdalmendras@bpsu.edu.ph	<b>Last Updated / Time</b>	19/03/2024 13:21 PM
		<b>Closing Date / Time</b>	25/03/2024 08:00 AM

<b>Description</b>			
No. Qty. Unit of Measure DESCRIPTION			
1 5 gallon ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters			
2 30 reams PAPER, Multi-Purpose (COPY) A4, 70 gsm			
3 30 reams PAPER, Multi-Purpose (COPY) Legal, 70 gsm			
4 50 reams BATTERY, dry cell AA, 2 pieces per blister pack			
5 10 roll TAPE, TRANSPARENT, width: 24mm (1mm)			
6 36 can AIR FRESHENER, aerosol, 280ml/150g min			
7 2 piece BROOM, soft (tambo)			
8 30 bottle CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap			
9 12 can CLEANSER, SCOURING POWDER, 350g min./can			
10 6 piece DETERGENT BAR, 140 grams as packed			
11 12 pack DETERGENT POWDER, all purpose, 1kg			
12 72 can DISINFECTANT SPRAY, aerosol type, 400-550 grams			
13 1 piece DUST PAN, non-rigid plastic, w/ detachable handle			
14 1 gallon SODIUM HYPOCHLORITE, 3.785 liters			
15 36 bottle HAND SOAP, Liquid, 500ml			
16 2 bundle RAGS, all cotton, 32 piecesper kilogram min			
17 7 pack TRASHBAG, GPP specs, black, 940mmx1016mm			
18 30 box CLIP,BACKFOLD, all metal, clamping: 32mm (-1mm)			
19 30 box CLIP,BACKFOLD, all metal, clamping: 50mm (-1mm)			
20 20 piece CORRECTION TAPE, film base type, UL 6m min			
21 20 piece DATA FILE BOX, made of chipboard, with close ends			
22 50 piece DATA FOLDER, made of chipboard, taglia lock			
23 2 box ENVELOPE, EXPANDING, KRATFBOARD, for legal size doc			
24 10 piece MARKER, PERMANENT, bullet type, black			
25 5 piece MARKER, PERMANENT, bullet type, red			
26 5 piece PUNCHER, paper, heavy duty, with two hole guide			
27 5 piece TAPE DISPENSER, TABLE TOP, for 24mm width tape			
28 1 unit FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs			
29 30 piece SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
30 30 piece SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
31 30 piece Ballpen - Black			
32 40 piece Ballpen - Blue			
33 30 piece Gel pen - Black			
34 60 piece Gel pen - Blue			
35 30 piece Sign Pen - Black 0.3			
36 60 piece Sign Pen - Blue 0.3			
37 60 piece Sign Pen - Blue 0.5			
38 5 ream Bond Paper / Coupon Bond (Short) 80 GSM			
39 2 ream Construction/Colored Paper (Assorted Colors) Short			
40 2 ream Construction/Colored Paper (Assorted Colors) Long			
41 5 ream Specialty Board Paper (Colored) S.24 A4			
42 5 ream Specialty Board Paper (Colored) S.24 Long			

43 30 roll Double Sided Tape 1/2" - w/out foam  
44 30 roll Double Sided Tape 1" - w/out foam  
45 15 btl Glue 130g  
46 5 box Expanding Folder (Long) (white)  
47 20 pad Note pad, stick-on,2"x3",100 sheets per pad  
48 20 pad Note pad, stick-on,3"x3",100 sheets per pad  
49 20 pad Note pad, stick-on,3"x4",100 sheets per pad  
50 20 jar Paste  
51 4 box Long Brown Envelope (500pcs. per box)  
52 10 pck Photo Paper A4 High Gloss 260gsm  
53 10 pck Photo Paper A4 High Gloss 240gsm  
54 10 pck Sticker Paper Non glossy - short  
55 10 pck Sticker Paper Non glossy - long  
56 10 pck Sticker Paper Non glossy - A4  
57 15 piece Correction Tape  
58 2 piece Stamp (Self-Inking/Customized)  
59 10 btl Stamp Ink (Self-Inking/Customized)  
60 2 ream Copy Paper, A3 80gsm  
61 70 btl INK, EPSON (T003), Black  
62 21 btl INK, EPSON (T003), Cyan  
63 21 btl INK, EPSON (T003), Magenta  
64 21 btl INK, EPSON (T003), Yellow  
65 24 sachet Dishwashing Liquid, Antibac Refill 600ml  
66 20 box Hand Soap Bar 50gms  
67 1 piece Tornado Mop  
68 200 pack 5D Face Mask, 10 pcs/pack (black)  
69 50 pack 5D Face Mask, 10 pcs/pack (gray)  
70 50 pack 5D Face Mask, 10 pcs/pack (white)  
71 15 box Face Mask 50 pcs/box  
\*\*\*\*\* Nothing Follows \*\*\*\*\*

**Created by** Kimberly Mhay Dela Rosa Almendras  
**Date Created** 19/03/2024

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# M A I N C A M P U S

## REQUEST FOR QUOTATION / PROPOSAL

**BPSU MC REG Supply and  
Delivery of First Quarter Office  
Supplies**

**Bidder:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Contact No. :** \_\_\_\_\_  
**TIN No. :** \_\_\_\_\_

**Office/Section**  
**PR no.**  
**Quotation No.**

**MC-REGISTRAR**  
 MC24-03-194  
 Philgeps 2024-03-015

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.

*Kimberly Mhay D. Almendras*  
 KIMBERLY MHAY D. ALMENDRAS  
 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 P184,174.85	
No.	Qty.	Unit of Measure	DESCRIPTION	Unit Price	Total Cost	
1	5	gallon	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters			
2	30	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
3	30	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm			
4	50	reams	BATTERY, dry cell AA, 2 pieces per blister pack			
5	10	roll	TAPE, TRANSPARENT, width: 24mm (1mm)			
6	36	can	AIR FRESHENER, aerosol, 280ml/150g min			
7	2	piece	BROOM, soft (tambo)			
8	30	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap			
9	12	can	CLEANSER, SCOURING POWDER, 350g min./can			
10	6	piece	DETERGENT BAR, 140 grams as packed			
11	12	pack	DETERGENT POWDER, all purpose, 1kg			
12	72	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
13	1	piece	DUST PAN, non-rigid plastic, w/ detachable handle			
14	1	gallon	SODIUM HYPOCHLORITE, 3.785 liters			
15	36	bottle	HAND SOAP, Liquid, 500ml			
16	2	bundle	RAGS, all cotton, 32 pieces per kilogram min			
17	7	pack	TRASHBAG, GPP specs, black, 940mmx1016mm			
18	30	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)			
19	30	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)			
20	20	piece	CORRECTION TAPE, film base type, UL 6m min			
21	20	piece	DATA FILE BOX, made of chipboard, with close ends			
22	50	piece	DATA FOLDER, made of chipboard, taglia lock			
23	2	box	ENVELOPE, EXPANDING, KRATFBOARD, for legal size doc			
24	10	piece	MARKER, PERMANENT, bullet type, black			
25	5	piece	MARKER, PERMANENT, bullet type, red			
26	5	piece	PUNCHER, paper, heavy duty, with two hole guide			
27	5	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape			
28	1	unit	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs			
29	30	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
30	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
31	30	piece	Ballpen - Black			
32	40	piece	Ballpen - Blue			
33	30	piece	Gel pen - Black			
34	60	piece	Gel pen - Blue			
35	30	piece	Sign Pen - Black 0.3			

36	60	piece	Sign Pen - Blue 0.3		
37	60	piece	Sign Pen - Blue 0.5		
38	5	ream	Bond Paper / Coupon Bond (Short) 80 GSM		
39	2	ream	Construction/Colored Paper (Assorted Colors) Short		
40	2	ream	Construction/Colored Paper (Assorted Colors) Long		
41	5	ream	Specialty Board Paper (Colored) S.24 A4		
42	5	ream	Specialty Board Paper (Colored) S.24 Long		
43	30	roll	Double Sided Tape 1/2" - w/out foam		
44	30	roll	Double Sided Tape 1" - w/out foam		
45	15	btI	Glue 130g		
46	5	box	Expanding Folder (Long) (white)		
47	20	pad	Note pad, stick-on,2"x3",100 sheets per pad		
48	20	pad	Note pad, stick-on,3"x3",100 sheets per pad		
49	20	pad	Note pad, stick-on,3"x4",100 sheets per pad		
50	20	jar	Paste		
51	4	box	Long Brown Envelope (500pcs. per box)		
52	10	pck	Photo Paper A4 High Gloss 260gsm		
53	10	pck	Photo Paper A4 High Gloss 240gsm		
54	10	pck	Sticker Paper Non glossy - short		
55	10	pck	Sticker Paper Non glossy - long		
56	10	pck	Sticker Paper Non glossy - A4		
57	15	piece	Correction Tape		
58	2	piece	Stamp (Self-Inking/Customized)		
59	10	btI	Stamp Ink (Self-Inking/Customized)		
60	2	ream	Copy Paper, A3 80gsm		
61	70	btI	INK, EPSON (T003), Black		
62	21	btI	INK, EPSON (T003), Cyan		
63	21	btI	INK, EPSON (T003), Magenta		
64	21	btI	INK, EPSON (T003), Yellow		
65	24	sachet	Dishwashing Liquid, Antibac Refill 600ml		
66	20	box	Hand Soap Bar 50gms		
67	1	piece	Tornado Mop		
68	200	pack	5D Face Mask, 10 pcs/pack (black)		
69	50	pack	5D Face Mask, 10 pcs/pack (gray)		
70	50	pack	5D Face Mask, 10 pcs/pack (white)		
71	15	box	Face Mask 50 pcs/box		
			***** Nothing Follows *****		

Warranty \_\_\_\_\_  
Price Validity \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Signature

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

\_\_\_\_\_  
Date