



REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ _____
Agency: _____
Name of Business : _____
Address: _____
Email address: _____ Telephone No. _____

QUOTATION NO. 642
DATE: MAY 23 2024
P.R. NO. : 2024-03-556,572 ; 2024-04-591,625, 635, 686,699,714,734,749,761,762,763,818,879
ABC: Php. 199,809.93
FUND SOURCE: IGI

The Benguet State University through its Bids and Awards Committee will undertake **SHOPPING** for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within **20** calendar days.
- Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non- expendable supplies from date of acceptance by the University.
- Price validity shall be for a period of **30** calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before **05:00am** of **May 29, 2024**. **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)**
- The item/s shall be procured by: _____ a) line item; b) lot; _____ c) sub-lot
- Business Permit Number : _____, date of issue: _____, place of issue: _____, (If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____

SAMUEL S. POLIDEN
Chairperson, BAC (Goods & Services)

College/Dept./Office: **NSTP,ILC,MEDICAL,OQAA,CCA,CHET,CTE,CF,CTE-ECDC,CA,OU,PCO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1 (One) Lot Supply and Delivery of Office Supplies & Paper Materials						199,809.93		
1	23	Box	BALLPEN, 0.5mm Ballpoint , Fine & Smooth Ink , Black , 12pcs/box			4,140.00		
2	17	Box	BALLPEN, 0.5mm Ballpoint, Fine & Smooth Ink, Blue , 12pcs/box			3,060.00		
3	7	Box	BALLPEN, 0.5mm Ballpoint, Fine & Smooth Ink, Red , 12pcs/box			1,260.00		
4	4	Box	BALLPEN, 0.3mm Ballpoint, Fine & Smooth Ink, Black, 12pcs/box			720.00		
5	4	Box	BALLPEN, 0.7mm Ballpoint, Fine & Smooth Ink, Black, 12pcs/box			720.00		
6	47	Pack	BATTERY, Dry cell, size AA, Two (2) pieces per blister pack			2,350.00		
7	27	Pack	BATTERY, Dry cell, size AAA, Two (2) pieces per blister pack			1,620.00		
8	5	Pack	BATTERY for clicker, 23A, 12v, 5pcs/pack			750.00		
9	32	Piece	CLEAR BOOK, 20 transparent pocket, Legal size, color Black			1,354.56		
10	225	Piece	CERTIFICATE HOLDER, A4, color green, With 2 hangers for portrait and landscape orientations			12,375.00		
11	15	Box	CLIP, BACKFOLD, all metal, clamping , 25mm, 12pcs/box			375.00		
12	19	Box	CLIP, BACKFOLD, all metal, clamping , 50mm, 12pcs/box			1,520.00		
13	16	Piece	DATA FOLDER, made of chipboard, taglia lock (Arck File) Legal size, Horizontal, color Black			1,440.00		
14	10	Roll	DUCT TAPE, 48mm x 11yards, Color, Black			1,100.00		
15	10	Roll	DUCT TAPE, 48mm x 11yards, Color, Pink			1,100.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
16	1	Box	ENVELOPE, Documentary, for A4 size document, 500 pcs per box			924.35		
17	2	Box	ENVELOPE, Expanding, Kraft with string & eyelet, for Legal size document, color Brown, 100pcs/box			3,024.74		
18	8	Piece	ENVELOPE, Expanding, Plastic with elastic strap, Size: (LxW)-380mm x 260mm (min), Color: Blue			320.00		
19	1	Box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), color White, 100 pcs/box			1,047.90		
20	9	Jar	GLUE, all purpose, gross weight: 200 grams (min)			1,080.00		
21	2	Box	Hot Melt Glue Strips, 2mm wide for Book Binding Hot Melt binding machine, 100pcs/box			900.00		
22	5	Bottle	INK, for stamp pad, color Purple or Violet, 50 ml, (bottle)			171.60		
23	8	Piece	MAGAZINE FILE BOX, Large, color Red, Dimension: W-110mm (min), H-265mm (min), L-220mm (min), Material: Chipboard-3mm thick, with finger ring and window for labeling purpose			1,320.00		
24	72	Piece	MARKER, Permanent, color Black, Tip: Felt, Bullet type, Point: Medium			2,520.00		
25	62	Piece	MARKER, Permanent, color Blue, Tip: Felt, Bullet type, Point: Medium			2,170.00		
26	12	Piece	MARKER, Permanent, color Red, Tip: Felt, Bullet type, Point: Medium			420.00		
27	39	Piece	MARKER, Whiteborad, color Black, Tip: Felt, Bullet type			1,755.00		
28	35	Piece	MARKER, Whiteborad, color Blue, Tip: Felt, Bullet type			1,575.00		
29	19	Pad	NOTE PAD, stick on, 2"x 3", color Yellow, 100 sheet per pad			825.93		
30	10	Pad	NOTE PAD, stick on, 3"x 3", color Yellow, 100 sheet per pad			663.50		
31	14	Pad	NOTE PAD, stick on, 3"x 4", color Yellow, 100 sheet per pad			976.92		
32	2	Piece	MOUSE, OPTICAL, USB connection type			494.22		
33	14	Box	PAPER CLIP, vinly/plastic coated, 33mm, 100pcs/box			280.00		
34	1	Piece	PENCIL SHARPENER, double thickness steel body, auto feed and auto feature, detachable, desk clamp mount			650.00		
35	1	Piece	PHILIPPINE NATIONAL FLAG, Materials: 100% polyester, Type: 1, Size: Length:1,828.8 (6 feet) , Width:914.4mm (3 feet), with Certificate of Accreditation from (NHCP)			626.64		
36	6	Pack	PVC COVER, 200mic, Size: Legal, 216mm x 320mm, Clear, 100pcs/pack			4,350.00		
37	30	Piece	SIGN PEN, Extra fine tip, Black, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			858.00		
38	15	Piece	SIGN PEN, Extra fine tip, Blue, Type: Liquid or Gel, Tip: 0.5mm, needle type, with non-slip rubber grip, with metal clip			429.00		
39	215	Piece	SIGN PEN, Fine tip, Black, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			10,575.85		
40	138	Piece	SIGN PEN, Fine tip, Blue, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			6,788.22		
41	35	Piece	SIGN PEN, Fine tip, Red, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			1,761.90		
42	5	Piece	SIGN PEN, Medium Tip, Black, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			314.60		
43	50	Piece	SIGN PEN, Medium Tip, Blue, Type: Liquid or Gel, needle type, with non-slip rubber grip, with metal clip			3,146.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
44	52	Box	STAPLE WIRE, standard, (26/6) , #35, Number of wires per Strip: 100 (min.) , 5000 wires per box			2,080.00		
45	8	Roll	TAPE, Electrical, 18mm (min.), color Black, made of Polyvinyl Chloride (PVC), 16meters/roll (min.)			200.00		
46	85	Roll	TAPE, MASKING, width: 48mm, 50meters/roll			11,900.00		
47	77	Roll	TAPE, PACKAGING, width: 48mm, 50meters/roll			2,926.00		
48	209	Roll	TAPE, Transparent, 48mm, 50meters/roll			6,270.00		
49	12	Roll	TWINE, plastic, Breaking strength; 25kg (min), Weight per roll: 1000g (min)			1,080.00		
50	2	bundle	RING BINDER, Plastic, 1/4" (6mm), 80 rings, color black, 10pcs/bundle			240.00		
51	3	bundle	RING BINDER, Plastic, 5/16" (8mm), 80 rings, color black, 10pcs/bundle			390.00		
52	2	bundle	RING BINDER, Plastic, 3/8" (10mm), 80 rings, color black, 10pcs/bundle			290.00		
53	1	box	RUBBER BAND No. 18, 350 grams (min), Lay Flat Length: 70mm (min)			600.00		
54	5	pcs	SCISSOR 8", stainless steel, knife cutting edge type			400.00		
55	5	pcs	STAPLER, standard type, Staple pusher: metal piece not spring, Load cap: 200 staples (min.)			875.00		
56	15	ream	BOND PAPER, Letter, 80gsm, 8.5" x 11" , (216mm x 279mm), 500 sheets/ream			3,300.00		
57	30	ream	BOND PAPER, A4, 80gsm, 8.3" x 11.7", (210mm x 297mm), 500 sheets/ream			7,050.00		
58	45	ream	BOND PAPER, Long, 80 gsm, 8.5" x 13", (216mm x 330mm), 500sheets/ream			11,475.00		
59	10	pack	PHOTOPAPER, Size: A4, 180gsm, Glossy, 20pcs/pack			1,100.00		
60	11	pack	PHOTOPAPER, Size: Long, 180gsm, Glossy, 20pcs/pack			1,320.00		
61	15	pack	SPECIALTY PAPER, Size: Long, 8.5" x 13", 10pcs/pack			1,050.00		
62	10	pack	FOLDER, White, Size: Long, 8.5" x 13", 10 pcs/pack			500.00		
63	117	Ream	PAPER, MULTIPURPOSE, A4, 70gsm, 8.3" x 11.7" , (210mm x 297mm), 500 sheets/ream			24,570.00		
64	172	Ream	PAPER, MULTIPURPOSE, Long, 70 gsm, 8.5" x 13" , (216mm x 330mm), 500sheets/ream			37,840.00		
65	2	Pack	PAPER, Parchment, size: 210 x 297mm, multi-purpose, fine franslucent, 80gsm, color cream or white, suitable for laser/inkjet printing, 100 sheets per pack			500.00		
XXXXXXXXXXXX								

Note: Kindly indicate unit price per item.

Counter offers:

Delivery Period: _____
Warranty: _____
Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and Time of Receipt of RFQ

* Not a ground for disqualification for failure to indicate but required as a condition for award.