



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

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

QUOTATION NO. 1360
 DATE: **October 08, 2024**
 P.R. NO.: **2024-06-1113,1116 ; 2024-08-1253, 1304, 1322, 1391, 1402, 1403, 1412, 1413 ; 1432**
 ABC: **Php. 212,486.39**
 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 **05:00pm of October 14, 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. ROLDEN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **CTE-ECDC, NSTP, OU, ILC, PU, CCARD, DENTAL, CHK**

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						212,486.39		
1	15	piece	ARCH File, 3" , extra Long size			2,700.00		
2	121	piece	Ballpen, 0.5mm Ballpoint, Fine (Black)			1,815.00		
3	78	piece	Ballpen, 0.5mm Ballpoint, Fine (Blue)			1,170.00		
4	78	piece	Ballpen, 0.5mm Ballpoint, Fine (Red)			1,170.00		
5	20	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			960.80		
6	13	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			805.00		
7	3	box	CLIP, BACKFOLD, all metal, clamping , 25mm, 12pcs/box			75.00		
8	9	piece	DATA FILE BOX, made of chipboard, with closed ends and hole, size Legal, color Black			1,485.00		
9	4	piece	DATA FOLDER, made of chipboard, taglia lock (Arck File) Legal size, Horizontal, color Black			660.00		
10	65	roll	Double Sided Tape, with foam, 1" , min. 3meters/roll			5,850.00		
11	50	roll	Double Sided Tape, without foam, 1" , min. 5meters/roll			1,500.00		
12	2	box	ENVELOPE, Expanding, Kraft with string & eyelet, for Legal size document, color Brown, 100pcs/box			3,024.74		
13	3	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), color White, 100 pcs/box			6,287.40		
14	20	pack	Laminating Film, Size A4, 125 microns thickness, 100pcs/pack			10,400.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
15	16	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			2,640.00		
16	33	piece	MARKER, Permanent, color Black, Tip: Felt, Bullet type, Point: Medium			990.00		
17	6	piece	MARKER, Permanent, color Blue, Tip: Felt, Bullet type, Point: Medium			180.00		
18	17	piece	MARKER, Permanent, color Red, Tip: Felt, Bullet type, Point: Medium			510.00		
19	21	piece	MARKER, Whiteborad, color Black, Tip: Felt, Bullet type			735.00		
20	6	piece	MARKER, Whiteborad, color Blue, Tip: Felt, Bullet type			210.00		
21	3	piece	MARKER, Whiteborad, color Red, Tip: Felt, Bullet type			105.00		
22	1	box	Marker, White Board, Color Black, 12pcs/box			325.00		
23	1	box	Marker, White Board, Color Blue, 12pcs/box			325.00		
24	1	box	Marker, White Board, Color Red, 12pcs/box			325.00		
25	5	pad	NOTE PAD, stick on, 50mm x 76mm (2"X3"), color Yellow, 100 sheet per pad			217.35		
26	9	pad	NOTE PAD, stick on, 76mm x 100mm (3"X4"), color Yellow, 100 sheet per pad			628.02		
27	5	pad	NOTE PAD, stick on, 76mm x 76mm (3"X3"), color Yellow, 100 sheet per pad			331.75		
28	6	box	PAPER CLIP, vinly/plastic coated, 33mm, 100pcs/box			90.00		
29	2	piece	PENCIL, SHARPENER, manual, single cutter head, Table mountable type, with metal clamp, One hole guide, 9-10mm in diameter, Body/Casing shall be metal			469.04		
30	1	box	Permanent Twin Marker, 1.0mm & 0.4mm tip, Color Black, 12pcs/box			310.00		
31	1	box	Permanent Twin Marker, 1.0mm & 0.4mm tip, Color Blue, 12pcs/box			310.00		
32	1	box	Permanent Twin Marker, 1.0mm & 0.4mm tip, Color Red, 12pcs/box			310.00		
33	198	piece	SIGN PEN, Extra fine tip, Black, Type: Liquid or Gel, Tip: 0.3mm, needle type, with non-slip rubber grip, with metal clip			5,940.00		
34	88	piece	SIGN PEN, Fine tip, Black, Type: Liquid or Gel, Tip: 0.5mm, needle type, with non-slip rubber grip, with metal clip			4,664.00		
35	99	piece	SIGN PEN, Extra fine tip, Blue, Type: Liquid or Gel, Tip: 0.3mm, needle type, with non-slip rubber grip, with metal clip			2,970.00		
36	11	piece	SIGN PEN, Fine tip, Blue, Type: Liquid or Gel, Tip: 0.5mm, needle type, with non-slip rubber grip, with metal clip			583.00		
37	11	piece	SIGN PEN, Extra fine tip, Red, Type: Liquid or Gel, Tip: 0.3mm, needle type, with non-slip rubber grip, with metal clip			330.00		
38	10	box	STAPLE WIRE, standard, (26/6) , #35, Number of wires per Strip: 100 (min.) , 5000 wires per box			350.00		
39	1	unit	STAPLER, heavy duty (binder), Type: Desktop, Compatible with staple size: 13mm & 17mm, Body: Metal, Bse Grip: Non-Skid durable materials, Stapling Capacity: 25-135 sheets of paper, Load Capacity: 100 staples (min.), Throat; Depth: 65mm (min)			1,050.19		
40	4	piece	Storage box, plastic, size: 50L			1,800.00		
41	2	roll	TAPE, Electrical, 18mm (min.), color Black, made of Polyvinyl Chloride (PVC), 16meters/roll (min.)			80.00		
42	65	roll	TAPE, MASKING, width: 48mm (±1mm), 50meters/roll			8,663.20		
43	15	roll	TAPE, packaging, 48 mm, Color: Tan, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 50meters/roll			675.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
44	240	ream	Bond Paper, Size Short, 80gsm, 500sheets/ream			54,000.00		
45	5	ream	Bond Paper, A4, 80gsm, 8.3" x 11.7" , (210mm x 297mm), 500sheets/ream			1,175.00		
46	5	ream	Bond Paper, Long, 80gsm, 8.5" x 13" , (216mm x 330mm), 500sheets/ream			1,275.00		
47	13	pack	Manila Paper (2pcs/pack; 36" x 48", color yellow			390.00		
48	115	ream	PAPER, MULTIPURPOSE A4, 210mm x 297mm), 70gsm (min), 500sheets/ream			20,655.15		
49	225	ream	PAPER, MULTIPURPOSE LEGAL, (216mm x 330mm) 70gsm (min), 500sheets/ream			45,816.75		
50	1	box	PAPER, Parchment, size: 210 x 297mm, multi-purpose, fine translucent, 80gsm, color ivory, suitable for laser/inkjet printing, 100 sheets per box			270.00		
51	71	pack	Specialty Paper, Short, 200gsm, 10pcs/pack			2,485.00		
52	80	pack	Specialty Paper, Long, 200gsm, 10pcs/pack			4,000.00		
53	120	pack	Sticker paper, Legal, Matte, White, 10pcs/pack			8,400.00		
			XXXXXXXXXX					

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.

Revised: 9/19/2022

RFQ 1300