



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

Name of Owner/ Corporation/ Cooperative/ \_\_\_\_\_  
Agency: \_\_\_\_\_  
Name of Business : \_\_\_\_\_

Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

QUOTATION NO. 1170

DATE: **August 22, 2025**

P.R. NO. : 2025-03-403,428,456,496 ; 2025-04-530,543,625,631,640,650,671,700,706,708 ; 2025-06-913,934,960 ; 2025-08-1218

ABC: Php. **276,689.65**

FUND SOURCE: IGI

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

- All entries must be written legibly and accurately.
- Delivery period is within **30** 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 **10:00AM of September 01, 2025**. 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: \_\_\_\_\_

**JOSEL M. FLORENTIN**  
Chairperson, BAC (Goods & Services)

College/Dept./Office: **VARIOUS OFFICE**

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 Various Office Supplies						276,689.65		
1	72	gallon	ALCOHOL, Ethyl, 1 Gallon			28,281.60		
2	32	piece	CLEARBOOK, Size: Legal, 20 transparent pocket, Color: Black			1,280.00		
3	308	piece	SIGN PEN, Fine tip, Black, Type: Liquid or Gel, Tip: 0.5mm, needle type			15,150.52		
4	274	piece	SIGN PEN, Medium Tip, Black, Type: Liquid or Gel, Tip: 0.7mm, needle type			17,240.08		
5	160	piece	SIGN PEN, Fine tip, Blue, Type: Liquid or Gel, Tip: 0.5mm, needle type			7,870.40		
6	274	piece	SIGN PEN, Medium Tip, Blue, Type: Liquid or Gel, Tip: 0.7mm, needle type			17,240.08		
7	10	piece	SIGN PEN, Extra Fine Tip, Red, Type: Liquid or Gel, Tip: 0.3mm, needle type			315.00		
8	184	piece	SIGN PEN, Fine Tip, Red, Type: Liquid or Gel, Tip: 0.5mm, needle type			9,262.56		
9	35	piece	SIGN PEN, Medium Tip, Red, Type: Liquid or Gel, Tip: 0.7mm, needle type			2,202.20		
10	1	pack	WRAPPING PAPER, Kraft, Weight: 65gsm, Size: Width: 914.4mm (36") , Leng: 1,219.4mm (48"), 50 sheet per pack			177.32		
11	228	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			11,400.00		
12	164	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			9,840.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
13	16	bottle	INK, for stamp pad, color Purple or Violet 50 ml, (bottle)			506.72		
14	143	piece	FLASH DRIVE, 16 GB capacity, USB 3.0, 1 piece in individual blister pack			24,025.43		
15	64	jar/bottle	GLUE, all purpose, gross weight: 240 grams (min)			7,680.00		
16	160	box	STAPLE WIRE, heavy duty (binder type), 23/13			6,406.40		
17	12	roll	TAPE, Electrical, 18mm (min.), color Black, made of Polyvinyl Chloride (PVC), 16meters/roll (min.)			513.60		
18	235	roll	TAPE, transparent, 24mm, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 50meters/roll			9,141.50		
19	4	roll	TAPE, transparent, 48 mm, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 50meters/roll			120.00		
20	13	piece	RULER, flexible, plastic, 450 mm(18") width: 38mm min.			569.92		
21	94	box	CLIP, BACKFOLD, all metal, clamping , 50mm, 12pcs/box			6,236.90		
22	206	piece	CORRECTION TAPE, disposable, length: 8m min.			5,150.00		
23	22	piece	DATING AND STAMPING MACHINE, Frame: Steel and plastic or Sturdy all plastic frame, Four band date and 12 year band, With self-inking stamp with removable & refillable ink pad, single color			10,525.90		
24	10	piece	Envelope, Expanding, Plastic with elastic strap, Size: (LxW)-380mm x 260mm (min), Color: Blue			950.00		
25	33	box	FASTENER, Metal, 70mm between prongs, non-corrosive metal, non-sharp edges, able to hold 25mm thickness of paper, 50 sets per box			3,435.30		
26	3	piece	ERASER, felt, for blackboard/whiteboard, Size: (L x W x T) (min.) ; 125mm x 45mm x 21mm, Thickness of Felt (min): 18mm, Thickness of Board (min): 3mm			60.00		
27	54	pack	FILE TAB DIVIDER A4, Material: Bristol Board, LEAF Size: Length: 297mm, Width: 210mm, TAB Size: Length: 65mm, Width: 12mm (min), Thickness: 0.22mm (min), Five (5) colors per set			1,620.00		
28	1	pack	FOLDER with tab, for A4 size document, color White, 100 pieces per pack			417.56		
29	27	pack	FOLDER with tab, for Legal size document, color White, 100 pieces per pack			12,293.37		
30	27	box	INDEX TAB, self-adhesive, transparent, 5 sets per box			2,007.72		
31	33	set	MARKER, Flourescent, Barrel: Flat ; Tip: Chisel point, 3 assorted colors per set			1,485.00		
32	40	piece	MARKER, Permanent, color Black, Tip: Felt, Bullet type, Point: Medium			1,440.00		
33	37	piece	MARKER, Permanent, color Blue, Tip: Felt, Bullet type, Point: Medium			1,332.00		
34	30	piece	MARKER, Permanent, color Red, Tip: Felt, Bullet type, Point: Medium			1,080.00		
35	40	piece	MARKER, Whiteborad, color Blue, Tip: Felt, Bullet type			2,160.00		

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Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
36	32	piece	MARKER, Whiteborad, color Red, Tip: Felt, Bullet type			1,728.00		
37	14	piece	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper			2,370.34		
38	10	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm, Violet/Purple Ink			439.10		
39	18	piece	STAPLER, standard type, Staple pusher: metal piece not spring, Load cap: 200 staples (min.)			3,912.48		
40	11	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)			8,387.17		
41	1	pack	CARTOLINA, assorted colors, Size: 572mm x 724mm (-3mm), Thickness: 0.12mm (min), 20pieces of assorted colors per pack			140.00		
42	105	pad	NOTE PAD, stick on, 50mm x 76mm (2"X3"), color Yellow, 100 sheet per pad			4,280.85		
43	105	pad	NOTE PAD, stick on, 76mm x 100mm (3"X4"), color Yellow, 100 sheet per pad			6,847.05		
44	145	pad	NOTE PAD, stick on, 76mm x 76mm (3"X3"), color Yellow, 100 sheet per pad			8,294.00		
45	24	box/pack	PAPER, Parchment, size: 210 x 297mm, multi-purpose, fine franslucent, 80gsm, color Ivory, suitable for laser/inkjet printing, 100 sheets per box/pack			6,480.00		
46	29	book	RECORD BOOK, 300 PAGES, COVER: Size: 214mm x 278mm (min.) Material: Laminated chipboard, Thickness: 1mm (min.), Leaves/pages shall be white bond, non-blot, Basis Weight: 55gsm, Thickness: 0.07mm (min.), Size: 205mm x 265mm (min.)			3,973.58		
47	5	book	RECORD BOOK, 500 PAGES, COVER: Size: 214mm x 278mm (min.) Material: Laminated chipboard, Thickness: 1.5mm (min.), Leaves/pages shall be white bond, non-blot, Basis Weight: 55gsm, Thickness: 0.07mm (min.), Size: 205mm x 265mm (min.)			800.00		
48	148	pack	TISSUE, INTERFOLDED PAPER TOWEL, Width of Sheet: 200mm , Length of Sheet: 200mm, Basis Weight: 32-35gsm, Raw materials from 100% recycled fiber, At least Elemental Chlorine Free(ECF), Total number of sheets per pack: at least 150 pulls, interfolded, Number of ply: One (1) ply, high quality			9,620.00		

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.

KFA JTD