



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

Name of Owner/ Corporation/ Cooperative/ _____ QUOTATION NO. 28
 Agency: _____ DATE: **January 31, 2025**
 Name of Business: _____ P.R. NO.: **2025-01-55**
 Address: _____ ABC: **Php. 819,648.51**
 Email address: _____ Telephone No. _____ FUND SOURCE: **GAA**

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 **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 **05:00pm of February 07, 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: _____, date of OR _____ for the payment of renewal).

9. * PHIGEPS Registration Number: _____


SAMUEL S. POLIDEN
 Chairperson, BAC (Good & 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 Office Supplies & Paper Materials								
1	35	pc	Arch File Folder, Size: Legal, Vertical, side clip, Color: Black			819,648.51		
2	20	pc	Arch File Folder 3", Size: A4 (2 Ring Binder, Side Clip), Color: Black			2,400.00		
3	20	pc	Arch File Folder 3". Size: Legal (2 Ring Binder, Side Clip), Color: Black			2,400.00		
4	24	box	Ballpen, 0.3mm Ballpoint, Fine (Black), 12pcs/box			4,320.00		
5	373	box	Ballpen, 0.5mm Ballpoint, Fine (Black), 12pcs/box			55,950.00		
6	167	box	Ballpen, 0.5mm Ballpoint, Fine (Blue), 12pcs/box			25,050.00		
7	88	box	Ballpen, 0.5mm Ballpoint, Fine (Red), 12pcs/box			13,200.00		
8	10	box	Ballpen, 0.7mm Ballpoint, Fine (Black), 12pcs/box			1,980.00		
9	2	pair	Battery, Rechargeable, AA			410.00		
10	2	pair	Battery, Rechargeable, AAA			390.00		
11	1	pc	Battery Charger, 4 slot, compatible with AA & AAA			800.00		
12	51	pack	Battery, dry cell, AA, 1.5 volts, alkaline, 2pcs/pack			2,805.00		
13	50	pack	Battery, dry cell, AAA, 1.5 volts, alkaline, 2pcs/pack			3,000.00		
14	130	pc	Certificate Holder Size Short, color green, with 2 hangers for portrait and landscape orientations			6,500.00		
15	1084	pc	Certificate Holder Size A4, color green, with 2 hangers for portrait and landscape orientations			54,200.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
16	113	pc	Certificate Holder Size Long, color green, with 2 hangers for portrait and landscape orientations			6,780.00		
17	8	box	Clip, Backfold, 15mm, 12pcs/box			96.00		
18	15	box	Clip, Backfold, 41mm, 12pcs/box			525.00		
19	22	pc	Correction Tape, disposable, length: 8m min.			605.00		
20	2	pc	Cork Board 18 x 24 inches			1,200.00		
21	1	pc	Cork Board with Frame, 36 x 48"			2,750.00		
22	1	pc	Cork Board 1200 x 900mm			500.00		
23	4	pc	CUTTER/UTILITY KNIFE, for general purpose, with anti-slip grip plastic molded body, built-in blade snapper, steel blade track & safety screw locking; Blade measurement: 100mm, Width: 16mm, Thickness: 0.40mm at least			176.00		
24	65	pc	Correction Tape, disposable, length: 8m min.			1,787.50		
25	25	pc	Data Folder, made of chipboard, taglia lock, portrait			6,250.00		
26	3	pc	Desk Organizer, 3 layer, Metal			3,285.00		
27	16	unit	Desk organizer, 7 in 1, school supplies storage holder, Color Black, Metal Mesh			5,600.00		
28	36	pc	Document Tray File Organizer 4-Tier, color Black ; Material: Metal ; Overall Size: 30cm x 35cm x 30cm			14,400.00		
29	85	roll	Double Sided Tape, with foam, 1" , min. 5meters/roll			7,650.00		
30	240	roll	Double Sided Tape, without foam, 1" , min. 10meters/roll			7,200.00		
31	57	roll	Duct Tape, 2" , 11 yards/roll, Color: Black			4,702.50		
32	10	roll	Duct Tape, 2" , 11 yards/roll, Color: Green			1,000.00		
33	4	roll	Duct Tape 2", 11yards/roll, Color Yellow			360.00		
34	2	roll	Duct Tape, waterproof, 3" , Color Gray, 25meters/roll min			700.00		
35	10	roll	Duct Tape, 48mm x 11 yards, Color Black			1,100.00		
36	10	roll	Duct Tape, 48mm x 11 yards, Color Pink/white/maroon			1,100.00		
37	28	box	Fastener, Plastic, 70mm, between prongs 50pcs/box			1,386.00		
38	6	box	Fastener, Plastic, extra long, 8.5 inches, 50sets/box			1,500.00		
39	20	pc	File Case, Size Legal, Clear/Tranparent (Portable Project Case File)			4,000.00		
40	6	box	Folder, Pressboard with insertable metal tab, Size: 240mm x 370mm (-5mm), 100pcs/box			9,000.00		
41	1	pc	Gun Tucker, Quick Jam Release, Adjustable Driving Force, Made of all steel construction			350.00		
42	2	pc	Highlighter, Color: Yellow			50.00		
43	2	pc	Highlighter, Color: Pink			50.00		
44	2	pc	Highlighter, Color: Orange			50.00		
45	1	pc	Highlighter, Color Blue			44.00		
46	20	pc	Ink Refill, Whiteboard Marker, Color Black, 30ml			3,080.00		
47	1	bottle	Ink, for stamp pad, Color: Purple			28.79		
48	5	pack	Laminating Film, Size A4, 125 microns thickness, 100sheets/pack			2,800.00		
49	2	roll	Laminating Film, Size: 9" , 127 microns (5mil) 50meters/roll			5,000.00		
50	1	pack	Laminating Film, Size Long, 125 micron thickness, 100sheets/pack			650.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
51	1	pack	Laminating Film, Size: Long, 250 microns thickness, 100pcs/pack			1,650.00		
52	20	pc	Lever Arch file, made of chipboard, taglia lock, Size Legal, Vertical, Color: Blue			4,900.00		
53	5	pc	Lever Arch File Binder Top Mechanism (2-D ring=7cm) ,(Height-14" x Length-11" x Width-3")			1,475.00		
54	1	unit	Laminating Machine, Thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold laminating, atleast 13" laminating length			4,180.00		
55	1	set	Looseleaf Cover / Looseleaf Folder, Size Long			2,900.00		
56	25	pc	Magazine File Box, Size Large, Color Green			3,875.00		
57	1	pack	Marker, Permanent, Black, Broad, 12pcs/pack			700.00		
58	1	box	Marker, Permanent Twin marker, 1.0mm & 0.4mm tip, Color Black, 12pcs/box			341.00		
59	3	pc	Marker, Permanent, chisel tip, Black			270.00		
60	3	pc	Marker, Permanent, chisel tip, Blue			270.00		
61	3	pc	Marker, Permanent, chisel tip, Red			270.00		
62	6	pc	Mouse Pad with Gel Wrist Support			1,200.00		
63	16	pc	Mouse Pad, Desk type with Foam wrist rest			4,800.00		
64	11	unit	Multi-Layer Storage for Papers and Documents ; 5 Drawers ; with hole each drawer for wasy grip and crrying; Size: 14 1/4" x 10 7/8 x 10 7/8" (L x H x W)			9,680.00		
65	1	unit	Paper Cutfter (Sliding; Heavy duty; Size: A3 ; Metal base)			3,000.00		
66	1	unit	Pencil Sharpener, double thickness steel body, auto feed & auto stop feature, detachable blade, desk clamp mount			650.00		
67	1	box	Pressboard Expanded Folder, Size: 240mm x 370mm (-5mm), 100 pcs/box			1,250.00		
68	2	unit	Puncher, 2-hole, self-centering double gauge, metal chip tray			2,600.00		
69	126	box/case	Push Pin, flat head type, 50's			3,780.00		
70	4	pack	PVC Binding Cover, Size A4, Clear, 200micron, 100pcs/pack			1,600.00		
71	2	ream	PVC Binding Cover, 300 microns, Size Long, Acetate 100sheets/ream			2,400.00		
72	46	pack	PVC Binding Cover, Clear, 200micron, Size Long, 100pcs/pack			18,400.00		
73	49	pc	Record Book, 300 pages, Size: 216mm x 279mm			4,655.00		
74	10	pc	Record Book, 500 pages, size: 214mm x 278mm min			1,245.60		
75	5	roll	Ribbon, satin, 1 inch, 50 yards/roll, Color Black			3,000.00		
76	5	bundle	Ring Binder, Plastic, 1/4" (6mm), 84 rings, color black, 10pcs/bundle			625.00		
77	1	bundle	Ring Binder, Plastic, 5/16" (8mm), 84 rings, color black, 10pcs/bundle			310.00		
78	5	bundle	Ring Binder, Plastic, 3/8" (10mm), 84 rings, color black, 10pcs/bundle			725.00		
79	7	bundle	Ring Binder, Plastic, 1/2" (12mm), 84 rings, Color Black, 10pcs/bundle			1,365.00		
80	1	bundle	Ring Binder, Plastic. 3/4" (20mm), 84 rings, Color Black, 10pcs/bundle			300.00		
81	7	bundle	Ring Binder, Plastic, 1" (25mm), 84 rings, Color black,10pcs/bundle			2,485.00		
82	1	bundle	Ring Binder, Plastic. 1-1/4" (32mm), 84 rings, Color Black, 10pcs/bundle			495.00		
83	6	bundle	Ring Binder, Plastic, 1-1/2" (38mm), 84 rings, color black,10pcs/bundle			3,300.00		
84	6	bundle	Ring Binder, Plastic, 1-3/4" (45mm), 84 rings, Color Black, 10pcs/bundle			3,720.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
85	6	bundle	Ring Binder, Plastic, 2" (51mm), 84 rings, Color Black, 10pcs/bundle			4,290.00		
86	1	bundle	Ring Binder, Plastic, 2-1/2 (64mm), 84 rings, Color Black, 10pcs/bundle			900.00		
87	1	bundle	Ring Binder, Plastic, 2-3/4 (70mm), 84 rings, Color Black, 10pcs/bundle			1,100.00		
88	1	bundle	Ring Binder, Plastic, 3" (76mm), 84 rings, Color Black, 10pcs/bundle			1,300.00		
89	10	pc	Ring Binder Plastic, 12.7mm x 1.12mm (1/2" x 44")			350.00		
90	10	pc	Ring Binder Plastic, 19mm x 1.12mm (3/4" x 44")			400.00		
91	6	box	Rubber band No. 16, small, 350g			300.00		
92	23	box	Rubber Band, 50 grams, dimension: 6 x 7 x 7cm			575.00		
93	14	pair	Scissor with hard grip, 6.5"			847.00		
94	2	pair	Scissor Stainless Steel, 8", heavy duty			400.00		
95	50	pc	Signing Pen, pigment ink, water based, water resistant, acid free, Color Black, 1.0mm			3,900.00		
96	10	pc	Sign Pen, V10 Grip Hi-Techpoint Rollerball Pen Liquid ink, Broad Tip, Color: Black Ink			800.00		
97	15	box	Sign pen, extra fine tip 0.3mm Gel pen, Fine (Blue), 12pcs/box			4,500.00		
98	15	box	Sign pen, extra fine tip 0.5mm Gel pen, Fine (Blue), 12pcs/box			4,500.00		
99	15	box	Sign Pen, Violet, liquid/gel ink, 0.5mm, needle tip, 12pcs/box			4,350.00		
100	8	pc	Sign Pen, Fine Tip, Color Black, 0.5mm			357.76		
101	8	pc	Sign Pen, Fine Tip, Color Blue, 0.5mm			357.76		
102	20	pc	Sign Pen, Color Black, Liquid Gel, Ball-point 0.7mm, Retractable			1,258.40		
103	10	pc	Sign Pen, Color Blue, Liquid Gel, Ball-point 0.7mm, Retractable			890.00		
104	2	pc	Stainless steel ruler, 12"			180.00		
105	2	pc	Stainless steel ruler, 24"			380.00		
106	15	pc	Spiral coil compatible to 3:1 and 2:1 pitch, can be used up to long size documents; Size: 10mm - 60 pages			270.00		
107	15	pc	Spiral coil compatible to 3:1 and 2:1 pitch, can be used up to long size documents; Size: 14mm - 100 pages			285.00		
108	15	pc	Spiral coil compatible to 3:1 and 2:1 pitch, can be used up to long size documents; Size: 18mm - 140 pages			315.00		
109	1	pc	Stapler No. 35 with remover			154.00		
110	1	box	Stapler Wire, heavy duty (binder type), 23/20			215.00		
111	5	box	Stapler Wire, heavy duty (binder type), crown width: 12mm, leg length: 15mm			350.00		
112	2	pc	Stapler Remover, plier type			132.00		
113	20	pc	Table Name Plate (tobleron), acrylic, 2 sided, W-3.5", H-4", L-11"			4,500.00		
114	12	pc	Table Name Plate Holder, Acrylic, Triangular Clear, 12" x 4" x 4" Thickness: 1.5mm			3,000.00		
115	1	roll	Tape Binding (30mm), 25meters/roll min.			50.00		
116	3	roll	Tape Binding (50mm), 25meters/roll min.			240.00		
117	2	roll	Tape Binding (60mm), 25meters/roll min.			200.00		
118	23	roll	Tape, Transparent, withd: 24mm, 50 meters/roll			632.50		
119	3	roll	Tape, Transparent, width: 48mm, 50 meters/roll			88.50		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
120	10	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			338.00		
121	10	pack	TOILET TISSUE PAPER, 2ply sheets, Weight (min): 28gsm, Width of sheet: 100mm, Leng of Sheet: 114mm, 150 pull per roll (300 sheets) (min.), Paper shall be at least Elemental Chlorine Free (ECF), 12 rolls in a pack			998.40		
122	2	unit	White Board, 48" x 72" with frame, Magnetic, Wall type			11,660.00		
123	4	unit	White Board with frame, Magnetic, 36" x 36"			23,320.00		
124	1	unit	White board, with aluminum frame, (3x5m)			2,500.00		
125	182	ream	Bond Paper, Short, 8"x11", 80gsm, 500 sheets/ream			40,040.00		
126	241	ream	Bond Paper, A4, 80gsm, 8.3" x 11.7", (210mm x 297mm), 500 sheets/ream			55,430.00		
127	250	ream	Bond Paper, Long, 80 gsm, 8.5" x 13", (216mm x 330mm), 500sheets/ream			63,750.00		
128	59	ream	Bond Paper, Legal, 80gsm, 8.5" x 14", (215.9mm x 355.6mm), 500sheets/ream			19,275.30		
129	99	ream	Bond Paper, A3, 80gsm, 11.7" x 16.5" (297mm x 420mm), 500 sheets/ream			43,560.00		
130	10	pack	Certificate Paper Laid Specialty Paper (A4), White, 10pcs/pack			450.00		
131	20	pack	Certificate Paper, Size A4, 220gsm, 10sheets/pack, Cream/White			700.00		
132	20	pack	Certificate Paper, Size Long, 220gsm, 10sheets/pack, Cream/White			700.00		
133	7	pack	Colored Assorted Paper, Size Long, 250's			1,540.00		
134	2	pack	Construction Paper, Size Legal, assorted color, (9x12), 20pcs/pack			100.00		
135	1	pack	Construction Paper, Size Legal, cream color, (9x12), 20pcs/pack			50.00		
136	1	box	Paper, Parchment, multi-purpose, fine translucent, 80gsm, color Ivory, suitable for laser/inkjet printing, 100 sheets per box			500.00		
137	76	pack	Photo Paper, Size Legal, Glossy, 20pcs/pack			8,360.00		
138	10	pack	Specialty Paper, Size Letter, 80gsm, Color: White, 10pcs/pack			1,000.00		
139	63	pack	Specialty Paper, Size Short, 90gsm, Pale Cream, 10pcs/pack			1,732.50		
140	5	pack	Specialty Paper, Size Short, 200gsm, Color: White 100pcs/pack			2,500.00		
141	13	pack	Specialty Paper, Size Short, 200gsm, Pale Cream, 10pcs/pack			572.00		
142	5	pack	Specialty Paper, Size Letter, 220gsm, Color: White 10pcs/pack			500.00		
143	25	pack	Specialty Paper, Size A4, 80gsm, Color: White 10pcs/pack			1,000.00		
144	5	pack	Specialty Paper, Size A4, 90gsm, Color: White 10pcs/pack			125.00		
145	1	ream	Specialty Paper, Size A4, 90gsm, Color: White 500pcs/ream			500.00		
146	25	pack	Specialty Paper, Size A4, 200gsm, Color: White, 10pcs/pack			1,000.00		
147	3	pack	Specialty Paper, Size A4, 200gsm, Color: White 100pcs/pack			1,950.00		
148	52	ream	Specialty Paper, Size A4, 200gsm, Pale Cream, 500pcs/ream			78,000.00		
149	90	pack	Specialty Paper, Size A4, 220gsm, Color: White 10pcs/pack			4,950.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
150	50	pack	Specialty Paper, Size Long, 80gsm, Color: White 10pcs/pack			2,850.00		
151	106	pack	Specialty Paper, Size Legal, 90gsm, Pale Crea, 10pcs/pack			4,240.00		
152	197	pack	Specialty Paper, Size Legal, 200gsm, Color: White 10pcs/pack			8,668.00		
153	5	pack	Specialty Paper, Size Long, 200gsm, Pale Cream, 10pcs/pack			395.00		
154	1	pack	Specialty Paper, Size Legal, 200gsm, Pale Cream, 100pcs/pack			650.00		
155	3	ream	Specialty Paper, Size Legal, 200gsm, Pale Crea, 500pcs/ream			4,950.00		
156	17	pack	Specialty Paper, Size Long, 220gsm, Color: White 10pcs/pack			935.00		
157	30	pack	Sticker Paper, Size A4, all weather, strong adhesive, White, 10pcs/pack			6,000.00		
158	84	pack	Sticker Paper, Size A4, Matte, White, 10pcs/pack			5,082.00		
159	1	pack	Sticker Paper, Size A4, Matte, White, 100pcs/pack			300.00		
160	10	pack	Sticker Paper, Size A4, Glossy, White, 20pcs/pack			750.00		
161	51	pack	Sticker Paper, Size Legal, Matte, White, 10pcs/pack			3,927.00		
162	2	pack	Sticker Paper, Size Legal, Glossy, White 20pcs/pack			420.00		
163	5	pad	Sticky note 3"x5", Color: yellow/light Green/light blue or light pink, with writing lines; landscape orientation, 100 sheets/pad			325.00		
164	6	pack	Sticky note 12.7mm x 44.4mm , 5 pads per pack, color: pink/orange/yellow/light green, light blue, 100sheet/pad XXXXXXXXXXXX			360.00		

Counter offers:

Note: Kindly indicate unit price per item.

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

KPR 28