



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

Name of Owner/ Corporation/ Cooperative/ _____
 Agency: _____
 Name of Business : _____
 Address: _____
 Email address: _____ Telephone No. _____
 QUOTATION NO. 308
 DATE: MAR 13 2025
 P.R. NO. : 2025-02-19
 ABC: Php. 603,956.95
 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 **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 March 18, 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: _____
 OR: _____ (if renewal of Business Permit is still on process, please indicate OR No: _____, date of offer: _____ for the payment of renewal).

9. * PhilGEPS Registration Number: _____

JOSE L. FLORENTIN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **Various Offices**

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								
1	311	gallon	ALCOHOL, Ethyl, 1 Gallon			603,956.95		
2	664	piece	SIGN PEN, Medium Tip, Black, Type: Liquid or Gel, Tip: 0.7mm, needle type, with non-slip rubber grip			139,950.00		
3	500	piece	SIGN PEN, Medium Tip, Blue, Type: Liquid or Gel, Tip: 0.7mm, needle type, with non-slip rubber grip			41,778.88		
4	56	piece	SIGN PEN, Medium Tip, Red, Type: Liquid or Gel, Tip: 0.7mm, needle type, with non-slip rubber grip			31,460.00		
5	12	pack	WRAPPING PAPER, Kraft, Weight: 65gsm, Size: Width: 914.4mm (36"), Leng: 1,219.4mm (48"), 50 sheet per pack			3,523.52		
6	330	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			2,880.00		
7	159	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			14,876.40		
8	3	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)			9,360.00		
9	111	jar	GLUE, all purpose, gross weight: 240 grams (min)			1,566.60		
10	19	roll	TAPE, Electrical, 18mm (min.), color Black, made of Polyvinyl Chloride (PVC), 16meters/roll (min.)			11,655.00		
						1,140.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
11	45	roll	TAPE, packaging, 48 mm, Color: Tan, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 50meters/roll			2,025.00		
12	495	roll	TAPE, transparent, 24mm, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 50meters/roll			12,375.00		
13	43	box	CHALK, White, Non-toxic, Less dust, Size: 0.9cm D x 8.0cm L, Marks & Erases Easily, 100pcs/box			4,300.00		
14	301	box	CLIP, BACKFOLD, all metal, clamping, 32mm, 12pcs/box			11,019.61		
15	288	piece	DATA FILE BOX, made of chipboard, with closed ends and hole, size Legal, color Black			46,218.24		
16	15	box	ENVELOPE, Documentary, for A4 size document, Brown, 500 pcs per box			13,693.65		
17	13	box	ENVELOPE, Expanding, Kraft with string & eyelet, for Legal size document, color Brown, 100pcs/box			19,500.00		
18	18	piece	Envelope, Expanding, Plastic with elastic strap, Size: (LxW)-380mm x 260mm (min), Color: Blue			1,980.00		
19	6	box	ENVELOPE, Mailing, Size Long, color White, 500 pcs per box			2,854.62		
20	70	box	FASTENER, Metal, 70mm between prongs, non-corrosive metal, non-sharp edges, able to hold 25mm thickness of paper, 50 sets per box			11,200.00		
21	16	set	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			480.00		
22	12	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), color White, 100 pcs/box			25,149.60		
23	12	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			1,980.00		
24	294	piece	MARKER, Permanent, color Black, Tip: Felt, Bullet type, Point: Medium			7,350.00		
25	110	piece	MARKER, Permanent, color Blue, Tip: Felt, Bullet type, Point: Medium			2,750.00		
26	68	piece	MARKER, Permanent, color Red, Tip: Felt, Bullet type, Point: Medium			1,700.00		
27	260	piece	MARKER, Whiteborad, color Black, Tip: Felt, Bullet type			7,800.00		
28	177	piece	MARKER, Whiteborad, color Blue, Tip: Felt, Bullet type			5,310.00		
29	86	piece	MARKER, Whiteborad, color Red, Tip: Felt, Bullet type			2,580.00		
30	8	piece	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper			2,708.96		
31	78	bundle	RING BINDER/COM, plastic, 32mm, 84 rings, Length: 1.2 meter (min.), Thickness: 0.60mm, Color: Black, 10 pieces per bundle			22,298.64		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
32	16	box	RUBBER BAND No. 18, 350 grams (min), Lay Flat Length: 70mm (min)			2,379.52		
33	40	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm, Violet/Purple Ink, No. 2			1,756.40		
34	141	piece	STAPLER, standard type, Staple pusher: metal piece not spring, Load cap: 200 staples (min.)			30,647.76		
35	3	piece	TAPE DISPENSER, table top, for 24mm width adhesive tape, Body made of plastic, smooth finish, Net Weight: 1,200grams (min)			360.00		
36	40	pack	CARTOLINA, assorted colors, Size: 572mm x 724mm (-3mm), Thickness: 0.12mm (min), 20pieces of assorted colors per pack			6,000.00		
37	1	bundle	LOOSELEAF COVER, size: 8.5" x 14" , 50 sets per bundle			2,625.00		
38	454	pad	NOTE PAD, stick on, 50mm x 76mm (2"X3"), color Yellow, 100 sheet per pad			18,509.58		
39	417	pad	NOTE PAD, stick on, 76mm x 100mm (3"X4"), color Yellow, 100 sheet per pad			27,192.57		
40	417	pad	NOTE PAD, stick on, 76mm x 76mm (3"X3"), color Yellow, 100 sheet per pad			23,852.40		
41	494	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			27,170.00		
			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.

Revised: 9/19/2022