



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

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

QUOTATION NO. 641
 DATE: MAY 19, 2025
 P.R. NO. 2025-03-436 ; 2025-04-521, 559, 598, 626, 641, 659, 680, 758
 ABC: Php. 231,345.50
 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 **15** 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 **May 26, 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: **OVAA, DENTAL, FSRIC, COM, CTE, IPRO**

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						231,345.50		
1	150	pc	Arch File Folder 3" with Hard Cover Side Mechanism, 2 Rings Binder Lever, Long			22,500.00		
2	79	box	Ballpen, 0.5mm, Ballpoint, Fine, Color: Black, 12pcs/box			15,642.00		
3	27	box	Ballpen, 0.5mm, Ballpoint, Fine, Color: Blue, 12pcs/box			5,346.00		
4	16	box	Ballpen, 0.5mm, Ballpoint, Fine, Color: Red, 12pcs/box			3,168.00		
5	184	pc	Certificate Holder, Size A4, Color Green, with 2 hangers for Portrait and Landscape Orientation			9,200.00		
6	1	pc	Cork Board. Size 18x24 inches			660.00		
7	17	pc	Document Tray File Organizer 4-Tier, Color Black ; Material: Metal ; Overall Size: 30cm x 35cm x30cm			9,350.00		
8	21	roll	Double Sided Tape, with foam, 1", 3meters/roll			2,100.00		
9	182	roll	Double Sided Tape, without foam, 1", 3meters/roll			6,370.00		
10	8	box	Fastener, plastic, 50 sets per box			440.00		
11	44	bottle	Ink Refill, Whiteboard, Color Black, 30ml			6,776.00		
12	8	bottle	Ink Refill, Whiteboard, Color Blue, 30ml			1,240.00		
13	36	bottle	Ink Refill, Whiteboard, Color Red, 30ml			5,544.00		
14	2	pack	Laminating Film, Size A4, 125microns thickness, 100sheets/pack			1,232.00		
15	10	pack	Laminating Film, Size long, 125microns thickness, 100sheets/pack			7,000.00		
16	1	roll	Plastic cover, gauge 8 ,48" x 50m			8,000.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
17	1	pc	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper			242.00		
18	20	pack	PVC Binding Cover, Size 8.5" x 13", 200 microns, Clear, 100pcs/pack			12,000.00		
19	5	pc	Ruler, straight, Stainless Steel, 12" x 1"			150.00		
20	1	pc	Stapler Long Arm, Metal, size: 15.14" W x 1.12" H x 2.3" L, Weight 0.524kg			450.00		
21	2	pc	Stapler, standard type, color black			220.00		
22	5	pc	Scissor, 9" length			300.00		
23	7	pack	Tabs, "Sign Here" (Multicolor), 100pcs/pack			4,900.00		
24	66	roll	Tape, Transparent, width: 1" , 100meter/roll			1,980.00		
25	8	pack	Tissue, interfolded paper towel (130mm x 180mm x 480P) 8pcs/pack			1,280.00		
26	3	ream	Bond Paper, A3, 80gsm, 11.7" x 16.5" (297mm x 420mm), 500 sheets/ream			1,530.00		
27	105	ream	Bond Paper, Short, 8"x11", 80gsm, 500 sheets/ream			25,200.00		
28	20	ream	Bond Paper, A4, 80gsm, 8.3" x 11.7" , (210mm x 297mm), 500 sheets/ream			4,700.00		
29	20	ream	Bond Paper, Long, 80 gsm, 8.5" x 13" , (216mm x 330mm), 500sheets/ream			5,100.00		
30	29	pack	Certificate Paper, Size A4, 210gsm, Color White, 10pcs/pack			1,160.00		
31	2	pack	Colored Assorted Paper, 250's, Size Long			500.00		
32	150	sheet	Manila Paper, 3ft x 4ft			1,200.00		
33	5	pad	NOTE PAD, stick on, size 3" x 3" , 100 sheets per pad			192.50		
34	400	pack	Specialty Paper, Size Short, 200gsm, White, 10sheets/pack			16,000.00		
35	33	pack	Specialty Paper, Size A4, 200gsm, White, 10sheets/pack			1,485.00		
36	33	pack	Specialty Paper, Size A4, 200gsm, Pale Cream, 10sheets/pack			1,485.00		
37	181	pack	Specialty Paper, Size Long, 200gsm, Pale Cream, 10sheets/pack			9,955.00		
38	12	ream	Specialty Paper, Size A4, 200gam, Pale Cream, 500pcs/ream			19,800.00		
39	36	pack	Sticker Paper, Size A4, Matte, Color White, 10pcs/pack			2,178.00		
40	10	pack	Sticker Paper, Size Legal, Matte, Color White, 10pcs/pack			770.00		
41	200	pack	Sticker paper legal size, satin finish, inkjet friendly			14,000.00		
			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

RFB 641