



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

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

QUOTATION NO. **489**

Name of Business : \_\_\_\_\_

DATE: **March 06, 2026**

Address: \_\_\_\_\_

P.R. NO. : 2026-GAA-112, 132, 151,152, 186, 204, 211, 276, 283 ,  
 325, 333, 344, 349, 354, 360, 366 ,367, 466, 119, 147, 165, 181, 471, 83,  
 86, 122, 223, 230, 248, 300, 313, 99, 278, 315, 379, 386, 395, 402, 416

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

ABC: **Php. 487,659.65**

FUND SOURCE: **GAA**

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 **45** 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 **5:00PM of March 13, 2026**. **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			
<b>1 Lot Supply and Delivery of Various Office Supplies</b>						<b>487,659.65</b>		
1	60	pc	ARCH FILE, size: legal, horizontal 40x24cm, 2 Ring Binder file organizer, 3" width side clip, color green or black			6,000.00		
2	50	pc	ARCH FILE, size: legal, vertical 35x28cm, 2 Ring Binder file organizer, 3" width side clip, color black			10,000.00		
3	49	box	BALLPEN, 0.3 mm ballpoint, fine (black), 12pcs/box			8,820.00		
4	116	box	BALLPEN, 0.5 mm ballpoint, fine (black), 12pcs/box			13,920.00		
5	26	box	BALLPEN, 0.5 mm ballpoint, fine (blue), 12pcs/box			3,120.00		
6	5	box	BALLPEN, 0.5 mm ballpoint, fine (red), 12pcs/box			600.00		
7	38	pack	BATTERY, dry cell, size AA, 1.5 volts, alkaline, Two (2) pieces per blister pack			2,090.00		
8	45	pack	BATTERY, dry cell, size AAA, 1.5 volts, alkaline, Two (2) pieces per blister pack			3,217.50		
9	10	pc	BATTERY, dry cell, AAA, 9 volts, alkaline			2,100.00		
10	1	pack	BATTERY Rechargeable: Minimum Capacity: 750mAh, Typical Capacity: 800mAh, Rechargeable up to 2,100x, 1pcs/ pack			1,500.00		
11	5	pc	Desktop file holder documents tray paper organizer large capacity office storage, 3-layer			3,250.00		
12	2	pc	Banner Stand, 80cm x 180 cm, alloy metal			1,000.00		
13	1	bundle	Ring Binder, Plastic, 1" (25mm), 82 rings min., color black, 10pcs/bundle			281.45		
14	1	bundle	Ring Binder, Plastic, 1/2" (12mm), 82 rings min., color black, 10pcs/bundle			281.45		
15	1	box	Binding Ring/Comb, plastic, black, Legal 23/ring 100pcs/box, 12mm			400.00		
16	1	box	Binding Ring/Comb, plastic, black, Legal 23/ring 100pcs/box, 14mm			400.00		
17	1	box	Binding Ring/Comb, plastic, black, Legal 23/ring 100pcs/box, 16mm			450.00		
18	1	box	Binding Ring/Comb, plastic, black, Legal 23/ring 100pcs/box, 20mm			700.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
19	6	pc	Blackboard Protractor, at least 30 cm in diameter, wooden or plastic			1,800.00		
20	12	roll	Book/binding tape, 1 inch/24mm,color blue, 10meters/roll min.			1,500.00		
21	12	roll	Book/binding tape, 2 inches/50mm,color blue, 10meters/roll min.			2,100.00		
22	99	pc	Certificate Holder Size Short, Color Green, with 2 hangers for portrait and landscape orientation			4,950.00		
23	518	pc	Certificate Holder Size A4, Color Green, with 2 hangers for portrait and landscape orientations			25,900.00		
24	140	pc	Certificate Holder, Legal, Color Green, with 2 hangers for portrait and landscape orientations			8,400.00		
25	2	box	Certificate Holder Size A4, Color Green, with 2 hangers for portrait and landscape orientation, 50pcs/box			4,900.00		
26	1	box	Certificate Holder Size legal, Color Green, with 2 hangers for portrait and landscape orientation, 50pcs/box			2,850.00		
27	15	box	CLIP, backfold, 15mm, 12pcs/box			375.00		
28	15	box	CLIP, backfold, 32mm, 12pcs/box			1,012.50		
29	2	box	CLIP, backfold, 50mm, 12pcs/box			146.80		
30	40	pcs	Clipboard, Plastic, Long Size (222x337mm)			3,800.00		
31	2	pc	Cork Board, Bulletin, hard fiber board, 3x4 ft, aluminum frame, with hook			4,923.00		
32	2	pc	Cork board with frame, size: 36"x48"			5,500.00		
33	2	pc	Cork Board, Material: Cork sheet and Fiberboard with wooden frame, Hangable holes, Size: 60x90cm			3,400.00		
34	20	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			1,600.00		
35	5	pc	Data File Box, 5 layers with cover, color black			5,000.00		
36	5	pc	Data File Storage Rack, 4 Columns			2,000.00		
37	6	roll	Double Sided Tape w/ foam, 1" , 5meters/roll			540.00		
38	107	roll	Double Sided tape w/o foam, 1" , 10meters/roll			3,210.00		
39	15	roll	Double Sided tape w/o foam, 2" , 10meters/roll			1,125.00		
40	15	roll	Duct Tape 1",assorted colors, 11yards/roll			1,950.00		
41	12	roll	Duct Tape, 2" , 11 yards/roll, color black			990.00		
42	15	roll	Duct tape2" assorted colors, 25 meters/roll (min.)			4,200.00		
43	3	roll	Duct Tape, Waterproof 2" , 25meters/roll, (min), Color Gray			840.00		
44	13	box	Fastener, plastic, 70mm, between prongs , 50pcs/box			650.00		
45	15	box	Fastener, plastic, extra long, 8.5 inches, 50 sets/box			3,750.00		
46	8	pc	Flash drive, 2GB, speed UBS 2.0			1,000.00		
47	3	box	FOLDER PRESSBOARD, legal, with metal tab, heavy duty and quality made expandable folder, matte green, 100 pieces per box			9,000.00		
48	1	pc	Highlighter pen set of 7 yellow, orange, pink, red, violet, blue and green			350.00		
49	5	pc	Highlighter, Yellow green			125.00		
50	9	pack	Laminating Film, A4 Size, 125 microns thickness, 100 sheets/pack			6,840.00		
51	1	pack	Laminating Film, A4 Size, 250 microns thickness, 100 sheets/pack			1,700.00		
52	10	pack	Laminating Film, Long Size (222x337mm), 125 microns thickness, 100 sheets/pack			8,700.00		
53	4	pack	Laminating Film, Long size, 250 microns thickness, 100 sheets/pack			5,600.00		
54	1	set	Looseleaf Cover/Cooseleaf folder, long, 50pcs/set			3,000.00		
55	5	pc	Micrometer caliper, carbon steel, 0-24 mm, 0.001 mm resolution			2,500.00		
56	2	pc	Multi-Layer Storage for Papers and Documents ; 5 Drawers ; with hole each drawer for wasy grip and carying; Size: 14 1/4" x 10 7/8 x 10 7/8" (L x H x W) color: green			1,760.00		
57	5	pack	Nylon Self-locking cable ties; 4mm x 200mm size, 100 pcs/per pack			1,000.00		
58	3	box	Marker Permanent Twin, 1.0mm&0.7mm tip color black,12 pcs/box			990.00		
59	3	pcs	Plastic Clipboard, 8.5" x 13" with cover			450.00		
60	32	box	Push pin flat head type, 50s			800.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
61	1	pack	PVC Binding Cover, Clear, Size A4, 100 micron, 100pcs/pack			500.25		
62	2	pack	PVC Binding Cover, Clear, Size A4, 200 micron, 100pcs/pack			1,150.00		
63	23	pack	PVC Binding Cover, Clear, Size Long, 200 micron, 100pcs/pack			12,696.00		
64	7	ream / pack	PVC Binding Cover, Size Long (8.5" x 13"), 300 Microns Acetate, 100 sheets per ream/pack			4,830.00		
65	5	bundle	Ring Binder, Plastic, 1/4" (6mm), 84 rings, color black, 10pcs/bundle			625.00		
66	5	bundle	Ring Binder, Plastic, 5/16" (8mm), 84 rings, color black, 10pcs/bundle			650.00		
67	5	bundle	Ring Binder, Plastic, 3/8" (10mm), 84 rings, color black, 10pcs/bundle			725.00		
68	2	bundle	Ring Binder, Plastic, 5/18" (16mm), 84 rings, color black, 10 pcs/bundle			510.00		
69	4	bundle	Ring binder/ comb, plastic, 20mm, 10 pieces per bundle			1,240.00		
70	2	bundle	Ring Binder, Plastic, 7/8" (22mm), 80 rings (min), color black, 10pcs/bundle			710.00		
71	1	bundle	Ring Binder, Plastic, 1" (25mm), 80 rings (min), color black, 10 pcs/bundle			355.00		
72	5	bundle	Ring Binder, Plastic, 2" (51mm), 80 rings (min), color black, 10 pcs/bundle			3,575.00		
73	12	pc	Scissors, Gray Steel with Black Handles 6.5", 8cmx1cmx17cm			720.00		
74	3	pc	Scotch tape dispenser, big up to 1"			420.00		
75	10	roll	Scotch tape, clear, 1", 50meter/roll			350.00		
76	1	pc	STAPLER, 12-Inch throat depth makes stapling the largest booklets easy, adjustable paper stop with both standard and metric measurements, 20 sheet stapling capacity, Staple size: Standard, Black, Material: Rubber and Metal, Product Dimensions (LxWxH) 17.25" x 2.13" x 2.56"			1,500.00		
77	10	pc	Stackable bin boxes storage organizer supplies tools bins and rack with the minimum specification dimensions LARGE- 30cm x 22cm x 13cm (L x W x H)			4,000.00		
78	12	pc	Stackable plastic storage industrial bin open crates; with minimum specification dimension: 55cm x 40cm x 35.5cm (L x W x H); Functional crate for goods and others			3,000.00		
79	40	pc	Signpen Liquid/gel Ink 0.5mm, (Black)			1,120.00		
80	30	pc	Sign Pen, black, liquid gel, ball-point 0.7mm; Retractable			1,887.60		
81	15	pc	Sign Pen, blue, liquid gel, ball-point 0.7mm; Retractable			1,335.00		
82	10	box	Signpen, 0.7 mm, ballpoint, (black), 12 pcs/ box			2,000.00		
83	6	pc	Stand file box, 15" x 9.5" x 4/5", maroon			1,380.00		
84	2	box	Staple Wire 23/24 (24mm), 1000pcs/box			230.00		
85	2	pc	Stapler with remover, #35			322.00		
86	10	pc	Storage box with lid for filling and organizing documents and accessories Made with thick chip board and Arlin book binding cover for a matte finish; color green Size: 11"x15 5/8"x11" (WxLxH)			5,060.00		
87	4	roll	Tape Binding (50 mm), Color Black, 10meters/roll			320.00		
88	10	roll	Tape, Transparent, width: 24mm, 50meter/roll			275.00		
89	5	pack	Tissue, Interfold, 4 ply, 480P			600.00		
90	100	roll	Twine, plastic, 1kg per roll			1,200.00		
91	10	pc	V10 Grip Hi-Tecpoint Rollerball Pen Liquid Ink Broad Tip (Black Ink)			800.00		
92	1	pc	White Board, 48"x72" with frame, Magnetic, wall type			5,500.00		
93	3	pc	Wooden Clipboard 8.5"x 13" no cover			285.00		
94	3	pc	Tape Measure, Long, Fiberglass at least 50 meters			2,400.00		
95	4	pack	Page marker tabs, 200 sheets, transparent fluorescent assorted color			3,280.00		
96	2	ream	Bond Paper, A3, 80gsm, 11.7" x 16.5" (297mm x 420mm), 500 sheets/ream			900.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
97	17	ream	Bond Paper, Letter, 80gsm, 8.5" x 11" , (216mm x 279mm), 500 sheets/ream			3,910.00		
98	215	ream	BOND PAPER, A4, 80gsm, 8.3" x 11.7" , (210mm x 297mm), 500 sheets/ream			52,877.10		
99	265	ream	BOND PAPER, Long, 80 gsm, 8.5" x 13" , (216mm x 330mm), 500 sheets/ream			67,575.00		
100	2	ream	Bond Paper, A3, glossy double sided, 120gsm, 297x429mm, 500 sheets/ream			1,000.00		
101	4	ream / pack	Colored Assorted Paper, 250's, Size Long			1,020.00		
102	10	pack	Manila Paper, color yellow, 36x48", 2 sheets per pack, 48gsm			370.00		
103	5	pack	Manila paper, folded, 20 sheets per pack, 36"x 48", advance yellow, 63 gsm			950.00		
104	5	pack	Photopaper, High Quality, A4, Glossy, 20s/pack			550.00		
105	26	pack	Photopaper, High Quality, Legal, Glossy, 20s/pack			3,146.00		
106	2	pack	Photo paper, glossy, A4, 50 sheets/pack, 120 GSM			300.00		
107	20	pack	Photo Paper, Double Sided Glossy , A4, 120gsm, 50 sheets per pack			4,400.00		
108	2	ream	Specialty Paper, Short, 200gsm, Pale Cream, 500pcs/ream			3,260.00		
109	17	ream	Specialty Paper, A4, 200gsm, Pale Cream/White, 500pcs/ream			28,050.00		
110	8	ream	Specialty Paper, Legal, 200gsm, pale cream, 500 pcs/ream			15,400.00		
111	2	pack	Specialty Paper, white, 8.5x11", 200gsm, 100 sheets/pack			1,000.00		
112	6	pack	Specialty Paper, short, 220gsm, 10pcs/pack, pale cream			1,800.00		
113	18	pack	Specialty paper, white, A4, 90 GSM, 10pcs/pack			486.00		
114	25	pack	Specialty paper, pale cream, 90 GSM 8.5" x 13", 10pcs/pack			825.00		
115	5	pack	Specialty paper, A4, 200 GSM, 100 sheets/pack, pale cream			2,750.00		
116	7	pack	Specialty Paper, Folio (8.5" x 13"), 200 GSM, 100 sheets/pack, pale cream			4,550.00		
117	141	pack	Specialty Paper, A4, white, 200 GSM, 10sheet/pack			5,640.00		
118	199	pack	Specialty board, Legal, white, 200 GSM, 10sheet/pack			8,955.00		
119	27	pack	Specialty board, A4, Pale Cream, 200 GSM, 10sheet/pack			1,080.00		
120	20	pack	Specialty board, 8.5" x 13", Pale Cream, 200 GSM, 10sheet/pack			1,002.00		
121	6	pack	Specialty Paper, A4, 220 gsm, 10pcs/pack, pale cream			1,800.00		
122	6	pack	Specialty Paper, Long, 8.5"x13", 220gsm, 10 pcs/pack, pale cream			1,800.00		
123	83	pack	Sticker Paper, A4, Matte, White 10pcs/pack			4,565.00		
124	1	pack	Sticker Paper 135gsm A4 Size 8.25"x11.75": 50 sheets/pack			210.00		
125	32	pack	Sticky Notes (SIGN HERE), Size: 1.8" x 0.5", 8colors/pack			2,080.00		
126	10	pack	Sticky notes, notepad, 100sheets/pad,size: 3"x3"			500.00		

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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