



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

Name of Owner/ Corporation/ Cooperative/

Agency: _____

Name of Business : _____

Address: _____

Email address: _____ Telephone No. _____

QUOTATION NO. 1297

DATE: AUG 13 2026

P.R. NO. : 2026-02-SP-98; 2026-02-SP-99

ABC: Php. 240,274.18

FUND SOURCE: SP

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

1. All entries must be written legibly and accurately.
2. Delivery period is within 30 calendar days.
3. 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.
4. Price validity shall be for a period of 45 calendar days.
5. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5:00 pm of Aug. 21, 2024. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
7. The item/s shall be procured by: a) line item; b) lot; c) sub-lot
8. 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).
9. * PhilGEPS Registration Number: _____

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

College/Dept./Office: BAPTC

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
Supply and delivery of office supplies								
1	18	piece	Clipboard, plastic, without cover, metal clip, legal, 3mm thick			1,350.00		
2	2	piece	Clipboard, with cover, legal size, black, thick board, single clip (vertical)			440.00		
3	240	piece	Ballpen, ballpoint, fine, 0.5mm, black			3,600.00		
4	164	piece	Ballpen, ballpoint, fine, 0.5mm, blue			2,460.00		
5	60	piece	Sign Pen, purple, liquid or gel, 0.5			2,400.00		
6	7	piece	Document tray/organizer, 3 layers, black, can fit legal size, metal screw			3,850.00		
7	2	pack	Battery, size D, Two (2) pieces per blister pack,			150.00		
8	21	piece	Double sided tape, w/o foam, 1"			735.00		
9	24	piece	Double sided tape, with foam, 1", 3m			840.00		
10	10	piece	Duct tape, 24mm, green/black			1,000.00		
11	10	piece	Duct tape, 48mm, green/black			1,800.00		
12	3	piece	Eraser, rubber, small, non-toxic, 12pcs/box			450.00		
13	1	piece	SELF INKING STAMP (ANNEX "_____" mark), letter height at 0.50-0.75 inch, refillable, red ink			750.00		
14	1	piece	SELF INKING STAMP (EXHIBIT "_____" mark), letter height at 0.50-0.75 inch, refillable, red ink			750.00		
15	1	piece	Ink for self-inking stamp, red, 28-30ml			250.00		
16	1	piece	Ink for self-inking stamp, black, 28-30ml			250.00		
17	6	piece	Date Stamp, until year 2034, 3mm date height			2,400.00		
18	3	piece	Dater Stamp with "PAID" print, 29x47mm print size, manual, date until year 2034			300.00		
19	45	piece	Book screw, binding screw, 80mm length, 6mm diameter			1,350.00		
20	45	piece	Book screw, binding screw, 60mm length, 4mm diameter			1,350.00		
21	1	box	Staple wire, binder, 10mm size, 1000's/box			220.00		

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
Supply and delivery of office supplies								
22	1	box	Staple wire, binder, 15mm size, 1000's/box			250.00		
23	1	box	Staple wire, binder, 17mm size, 1000's/box			280.00		
24	6	pack	Battery, size AA, Ni-MH rechargeable, 1300mAh, 2pcs/pack			2,700.00		
25	6	pack	Battery, size AAA, Ni-MH rechargeable, 1.2V, 500mAh, 2pcs/pack			2,700.00		
26	1	roll	Polyester satin ribbon, 2", single face, 200yards, white			350.00		
27	1	roll	Polyester satin ribbon, 2", single face, 200yards, green			350.00		
28	1	roll	Polyester satin ribbon, 2", single face, 200yards, yellow			350.00		
29	1	pack	PVC Binding Cover, legal, 200mic, 100pcs/pack			700.00		
30	4	roll	Laminating Film, 200micron, 305x100m			10,000.00		
31	2	ream	Laminating Film, A3 size, 125 micron 100pcs/ream			2,000.00		
32	2	ream	Laminating Film, A4 size, 125 micron 100pcs/ream			1,000.00		
33	2	ream	Laminating Film, Legal Size, 125 micron 100pcs/ream			1,300.00		
34	4	piece	Ruler, stainless, 12inches			280.00		
35	10	piece	Caution tape, 3"x300m			3,500.00		
36	4	box	Gun Tacker Staple Wire, 6 mm			1,200.00		
37	4	box	Gun Tacker Staple Wire, 8 mm			1,200.00		
38	4	box	Gun Tacker Staple Wire, 10 mm			1,200.00		
39	25	pack	Photo paper, glossy, no back print, A4, 260gsm, 10's/pack			6,250.00		
40	7	box	Specialty Paper, A4, 220gsm, white, 10 pcs/pack			1,085.00		
41	22	set	Specialty Paper, A4, 220gsm, apple green, 10 pcs/pack			3,300.00		
42	22	piece	Specialty Paper, legal, 220gsm, apple green, 10 pcs/pack			3,520.00		
43	24	piece	Sticky index tab, flourescent, with "please sign here" tag,			1,200.00		
44	4	piece	Sticker paper, waterproof, printable, glossy, 100sheets/pack, legal			1,200.00		
45	2	piece	Sticker paper, waterproof, printable, matte, A4 100sheets/pack			600.00		
46	4	piece	Special paper, rubberized, for ID making, synthetic paper, waterproof, double sided, inkjet paper, 100sheets/pack			12,000.00		
47	63	bottle	Alcohol, Ethyl, 500 MI			4,029.48		
48	12	piece	Sign pen, Extra Fine Tip, Black			374.16		
49	45	piece	Sign pen, Fine Tip, Black			1,403.10		
50	20	piece	Sign pen, Medium Tip, Black			623.60		
51	8	piece	Sign pen, Extra Fine Tip, Blue			284.40		
52	40	piece	Sign pen, Fine Tip, Blue			1,422.00		
53	20	piece	Sign pen, Medium Tip, Blue			711.00		
54	25	pack	Battery, dry cell, size AA, Two (2) pieces per blister pack			598.00		
55	12	pack	Battery, dry cell, size AAA, Two (2) pieces per blister pack			256.80		
56	4	bottle	INK, for stamp pad, 50ml, (bottle), 100ml			134.40		
57	4	unit	Philippine National Flag			1,000.00		
58	6	piece	Flash Drive, 64 GB			1,069.80		
59	3	bottle	Glue, all-purpose size?			217.59		
60	1	box	Staple Wire, heavy duty (binder type), 23/13, 1000's			42.49		
61	50	roll	TAPE, electrical size			1,135.00		
62	7	roll	TAPE, masking, 24mm			475.86		
63	8	roll	TAPE, masking, 48 mm			1,291.60		

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
Supply and delivery of office supplies								
64	10	roll	TAPE, packaging, 48 mm			339.90		
65	29	roll	TAPE, transparent, 24mm			598.56		
66	31	roll	TAPE, transparent, 48 mm			1,053.69		
67	2	piece	Ruler, flexible, plastic, 450 mm			46.52		
68	22	tube	Blade, for general purpose cutter/utility knife, 10 pcs per tube			420.42		
69	2	bundle	BINDING RING/COMB, plastic, 32mm			511.72		
70	4	unit	CALCULATOR, Compact			1,014.24		
71	3	box	CLIP, backfold, 19mm			38.94		
72	11	box	CLIP, backfold, 25mm			251.90		
73	16	box	CLIP, backfold, 32mm			540.00		
74	8	box	CLIP, backfold, 50mm			587.20		
75	20	piece	CORRECTION TAPE, 8 meters			448.00		
76	21	piece	CUTTER/UTILITY KNIFE, for general purpose			726.39		
77	25	piece	DATA FILE BOX size			4,348.50		
78	1	piece	DATER STAMP			496.98		
79	1	piece	ERASER, felt, for blackboard/whiteboard			16.89		
80	3	box	Fastener, non-sharp edges, 50 sets per box plastic			331.41		
81	1	box	Folder, pressboard, 100 pieces per box			2,276.14		
82	1	pack	Folder with tab, A4, 100 pieces per pack			443.08		
83	1	pack	Folder with tab, legal, 100 pieces per pack			483.15		
84	33	box	Index Tab, self-adhesive, transparent, 5sets/box			2,635.38		
85	10	set	MARKER, Flourescent, 3 colors per set			363.10		
86	39	piece	MARKER, Permanent, Black			709.80		
87	15	piece	MARKER, Permanent, Blue			264.30		
88	22	piece	MARKER, Whiteboard, Black			561.00		
89	15	piece	MARKER, Whiteboard, Blue			382.50		
90	15	piece	MARKER, Whiteboard, Red			382.50		
91	19	box	Paper Clip, vinly/plastic coated, 33mm			196.08		
92	19	box	Paper Clip, vinly/plastic coated, jumbo, 50mm			426.74		
93	10	box	Pencil, lead/graphite, with eraser, one(1) dozen per box			521.90		
94	7	piece	Puncher, paper, heavy duty			1,261.89		
95	60	box	Rubber Band, No. 18, 350g			10,124.40		
96	3	piece	Stamp Pad, felt			139.77		
97	8	pair	Scissors, symmetrical or asymmetrical			342.48		
98	9	piece	Stapler, standard type			2,075.76		
99	2	unit	Stapler, heavy duty (binder), desktop			1,375.10		
100	6	unit	Tape Dispenser, table top			541.80		
101	22	pad	Note pad, stick on, 2"x 3", (50mmx76mm) 100sheets/pad			951.50		
102	22	pad	Note pad, stick on, 3"x4", (76mmx100mm) 100sheets/pad			1,522.40		
103	22	pad	Note pad, stick on, 3"x3", (76mmx76mm) 100sheets/pad			1,335.40		
104	97	ream	Paper, Multicopy, A4, 500 sheets per ream			23,856.18		
105	212	ream	Paper, Multicopy, legal, 500 sheets per ream			55,499.48		
106	6	book	Record Book, 300 pages			642.18		
107	163	pack	Tissue Paper, 2 ply, 12 rolls in a pack			18,909.63		
TOTAL						240,274.18		

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