



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 897

Name of Business : _____

DATE: JUN 02 2026

P.R. NO. : 2026-01-GAA-79, 82,98,107,111,118,120,
 126,131,144, 180,121,146,164,168,191,202,203,210, 222,
 229,234,235,240,243,258,270,273,277,282,299, 301, 304,
 308,312,314,318,332,341,343,348,359,365, 383,385,
 401,415,423,430,436,439,457,467,470,492, 494, 534,
 537,547,548,564,571,575,584,608

Address: _____

ABC: Php. 444,512.88

Email address: _____ Telephone No. _____

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 **June 08, 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			
1 Lot Supply and Delivery of Various Office Supplies & Paper Materials						444,512.88		
1	6	piece	CLEARBOOK, Size: A4, 20 transparent pocket, Color: Black			330.00		
2	150	piece	ERASER, plastic/ rubber, Shape: Rectangular			1,611.00		
3	587	piece	SIGN PEN, Fine tip, Black, Type: Liquid or Gel, Tip: 0.5mm, needle type			20,545.00		
4	477	piece	SIGN PEN, Medium Tip, Black, Type: Liquid or Gel, Tip: 0.7mm, needle type			13,937.46		
5	411	piece	SIGN PEN, Extra fine tip, Blue, Type: Liquid or Gel, Tip: 0.3mm, needle type			18,495.00		
6	413	piece	SIGN PEN, Fine tip, Blue, Type: Liquid or Gel, Tip: 0.5mm, needle type			14,682.15		
7	423	piece	SIGN PEN, Medium Tip, Blue, Type: Liquid or Gel, Tip: 0.7mm, needle type			15,013.65		
8	75	piece	SIGN PEN, Fine tip, Red, Type: Liquid or Gel, Tip: 0.5mm, needle type			5,487.00		
9	61	piece	SIGN PEN, Medium Tip, Red, Type: Liquid or Gel, Tip: 0.7mm, needle type			4,462.76		
10	290	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			17,400.00		
11	213	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			12,780.00		
12	44	bottle	GLUE, all purpose, gross weight: 240 grams (min)			4,840.00		
13	32	roll	TAPE, Electrical, 16mm (min.), color Black, made of Polyvinyl Chloride (PVC), 10meters/roll (min.)			1,452.80		
14	4	roll	TAPE, MASKING, width: 24mm (±1mm), 20meters/roll (min)			180.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COURT OFFER			
15	62	roll	TAPE, packaging, 48 mm, Color: Tan, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 40meters/roll (min)			2,107.38		
16	604	roll	TAPE, transparent, 24mm, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 20meters/roll (min)			12,466.56		
17	38	roll	TWINE, plastic, Breaking strength; Weight per roll: 1000g (min)			4,180.00		
18	22	piece	RULER, flexible, plastic, 450 mm(18") width: 38mm min.			990.00		
19	2	unit	CALCULATOR, Compact, LCD Display, Capacity: 12 digits			760.68		
20	47	box	CHALK, White, Non-toxic, Less dust, Size: 0.9cm D x 8.0cm L, Marks & Erases Easily, 100pcs/box			3,525.00		
21	87	box	CLIP, BACKFOLD, all metal, clamping , 19mm, 12pcs/box			1,827.00		
22	72	box	CLIP, BACKFOLD, all metal, clamping , 25mm, 12pcs/box			2,016.00		
23	957	piece	CORRECTION TAPE, disposable, length: 8m min.			23,925.00		
24	91	piece	DATA FILE BOX, made of chipboard, with closed ends and hole, size Legal, color Black			16,380.00		
25	8	box	ENVELOPE, Documentary, for Legal size document, 500 pcs per box			12,000.00		
26	144	piece	Envelope, Expanding, Plastic with elastic strap, Size: (LxW)-380mm x 260mm (min), Color: Blue			5,124.96		
27	5	box	ENVELOPE, Mailing, Size Long, color White, 500 pcs per box			2,687.65		
28	4	box	ENVELOPE, Mailing, with window 70gsm, size 4 1/8" x 9 1/2", 10xx, color White, 500pcs/box			2,446.32		
29	59	box	FASTENER, Metal, 70mm between prongs, non-corrosive metal, non-sharp edges, able to hold 25mm thickness of paper, 50 sets per box			6,517.73		
30	5	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			200.00		
31	34	set	FILE TAB DIVIDER Legal, Material: Bristol Board, Leaf Size: Length: 330mm, Width: 216mm, Tab Size: Length: 68mm, Width: 15mm (min), Thickness: 0.22mm (min), Fiv (5) colors per set			1,530.00		
32	6	pack	FOLDER, L-type,Plastic, for Legal size document, Transparent for easy identification of content, color Clear, 50 pieces per pack			3,300.00		
33	13	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), color White, 100 pcs/box			45,500.00		
34	54	set	MARKER, Flourescent, Barrel: Flat ; Tip: Chisel point, 3 assorted colors per set			3,921.48		
35	55	piece	MARKER, Permanent, color Black, Tip: Felt, Bullet type, Point: Medium			2,200.00		
36	162	piece	MARKER, Permanent, color Blue, Tip: Felt, Bullet type, Point: Medium			6,480.00		
37	44	piece	MARKER, Permanent, color Red, Tip: Felt, Bullet type, Point: Medium			1,760.00		
38	211	piece	MARKER, Whiteborad, color Blue, Tip: Felt, Bullet type			9,945.00		
39	37	piece	MARKER, Whiteborad, color Red, Tip: Felt, Bullet type			1,665.00		
40	102	box	PENCIL, lead/graphite, with eraser, Wood cased, #2, Eraser shall not be abrasive and shall provide clean erasures, Hardness: HB or 2, Lead/Graphite Diameter (min.): 2mm, 12 pcs/box			10,646.76		
41	2	piece	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper			360.54		
42	13	box	RUBBER BAND No. 18, 350 grams (min), Lay Flat Length: 70mm (min)			2,535.00		
43	30	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm, Violet/Purple Ink			1,397.70		
44	1	unit	STAPLER, heavy duty (binder), Type: Desktop, Compatible with staple size: 13mm & 17mm, Body: Metal, Bse Grip: Non-Skid durable materials, Stapling Capacity: 25-135 sheets of paper, Load Capacity: 100 staples (min.), Throat; Depth: 65mm (min)			1,375.10		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
45	9	piece	NOTEBOOK, stenographer, spiral, size: 150mm x 225mm, (min), Cover thickness: 0.44mm, 40 leaves, ruled both sides			234.00		
46	230	ream	PAPER, MULTICOPY A4, (210mm x 297mm), 80gsm, 500sheets/ream			56,566.20		
47	589	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			50,065.00		
48	119	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			16,660.00		
*****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

PTQ 897