



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11837223  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE UNIVERSITY  
**Title** Procurement of Common-use-Supplies for the HRM, PPDM and Finance Offices in Talisay Campus  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b>	RFQ 25-050	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	05/03/2025
<b>Approved Budget for the Contract:</b>	PHP 83,455.00	<b>Last Updated / Time</b>	04/03/2025 10:41 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	12/03/2025 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Rowena De la Vida Prado Administrative Assistant II Mabini Street Talisay City Negros Occidental Philippines 6115 63-34-7120005 Ext.142 63-939-9296624 bac.sec@chmsu.edu.ph		

#### Description

Republic of the Philippines  
 CARLOS HILADO MEMORIAL STATE UNIVERSITY  
 Talisay City, Negros Occidental  
 Telephone: (0939) 929 6624  
 bac.sec@chmsu.edu.ph

REQUEST FOR QUOTATION  
 PAGE 1 OF 2  
 Date: FEBRUARY 25, 2025  
 Quotation No. 25-050

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

DR. ANDREW EUSEBIO S.TAN  
 BAC Chairman

#### NOTE:

- ALL ENTRIES MUST BE TYPEWRITTEN
- DELIVERY PERIOD WITHIN 15 CALENDAR DAYS
- WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
- PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
- G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION

6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

- ITEM NO. (Pls. indicate brand offered)
- ONE(1) LOT Statistics for psychology: a beginner's guide, 2nd ed./Watt, R./2023/PB
- 1 COMPUTER CONTINUOUS FORM, 11 x 9 1/2, 4 Ply, Carbonless 10 boxes
- 2 COMPUTER CONTINUOUS FORM, 11 x 14 7/8, 4 Ply, Carbonless 5 boxes
- 3 RIBBON CARTRIDGE, for EPSON LX310 10 cart
- 4 RIBBON CARTRIDGE, for EPSON 217511 (C13S015584) 10 cart
- 5 CALCULATOR, Compact 3 pcs
- 6 FOLDER, pressboard, color green, legal size 750 pcs
- 7 INK, Refill, Genuine, Black, 008 10 bottle
- 8 INK, Refill, Genuine, Yellow, 008 5 bottle
- 9 INK, Refill, Genuine, Cyan, 008 5 bottle
- 10 INK, Refill, Genuine, Magenta, 008 5 bottle
- 11 BONDPAPER, substance 20, 8.5" x 13", Yellow, for Journal 20 reams
- Entry Voucher
- 12 SIGNPEN, Gel type, Black, 0.5mm needle tip, non-retractable with 45 pcs rubber grip
- 13 SIGNPEN, Gel type, Blue, 0.5mm needle tip, non-retractable with 25 pcs rubber grip
- 14 SIGNPEN, Gel type, Bue, 0.7mm needle tip, non-retractable with 25 pcs rubber grip
- 15 SIGNPEN, Gel type, Violet, 0.7mm needle tip, non-retractable with 10 pcs rubber grip
- 16 CORRECTION TAPE, white, 5mm x 10m 15 pcs
- 17 MARKER, flourescent, 3pcs/set 5 sets
- 18 PAPER CLIPS, vinyl coated, 50mm 15 boxes
- 19 RUBBER BAND, round,350qms, natural 2 boxes
- 20 FASTENER, 8.5" or 70mm, vinyl coted, 50s per box 2 boxes
- 21 CLIPS, backfold, 50mm, 12pcs/box 1 box
- 22 STAPLE WIRE, No. 35 15 boxes
- 23 STAPLE CARTRIDGE, No. 70 FE 3 boxes
- 24 FOLDER, Cream, legal size 36 pcs
- 25 TRANSPARENT TAPE, 24mm x 50m, clear 14 pcs
- TOTAL

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

TOTAL ABC = Php 83,455.00

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR HRMO, PPDM AND FINANCE OFFICES USE IN TALISAY CAMPUS-

R.M. DETABLAN, J.J. MARQUEZ & M.C.G. PARROCHO

PR# 25-116-0219 02-19-25 MDS 45-101-25-02 02-20-25- ITEM NO. 1 -6- R.M. DETABLAN

PR# 25-115-0219 02-19-25 MDS 46-101-25-02 02-20-25- ITEM NO. 7-10- J.J. MARQUEZ

PR# 25-112-0218 02-18-25 MDS 43-101-25-02 02-19-25- ITEM NO.6 (250pcs), 11-25- M.C.G. PARROCHO

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Common-use-Supplies	1	Lot	83,455.00

**Created by** Rowena De la Vida Prado

**Date Created** 04/03/2025

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## REQUEST FOR QUOTATION

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**DR. ANDREW EUSEBIO S.TAN**  
BAC Chairman

**NOTE:**

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5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>ONE(1) LOT</b>				
1	<b>COMPUTER CONTINUOUS FORM, 11 x 9 1/2, 4 Ply, Carbonless</b>	10	boxes		
2	<b>COMPUTER CONTINUOUS FORM, 11 x 14 7/8, 4 Ply, Carbonless</b>	5	boxes		
3	<b>RIBBON CARTRIDGE, for EPSON LX310</b>	10	cart		
4	<b>RIBBON CARTRIDGE, for EPSON 217511 (C13S015584)</b>	10	cart		
5	<b>CALCULATOR, Compact</b>	3	pcs		
6	<b>FOLDER, pressboard, color green, legal size</b>	750	pcs		
7	<b>INK, Refill, Genuine, Black, 008</b>	10	bottle		
8	<b>INK, Refill, Genuine, Yellow, 008</b>	5	bottle		
9	<b>INK, Refill, Genuine, Cyan, 008</b>	5	bottle		
10	<b>INK, Refill, Genuine, Magenta, 008</b>	5	bottle		
11	<b>BONDPAPER, substance 20, 8.5" x 13", Yellow, for Journal</b>	20	reams		
	Entry Voucher				
12	<b>SIGNPEN, Gel type, Black, 0.5mm needle tip, non-retractable with rubber grip</b>	45	pcs		
13	<b>SIGNPEN, Gel type, Blue, 0.5mm needle tip, non-retractable with rubber grip</b>	25	pcs		
14	<b>SIGNPEN, Gel type, Bue, 0.7mm needle tip, non-retractable with rubber grip</b>	25	pcs		
15	<b>SIGNPEN, Gel type, Violet, 0.7mm needle tip, non-retractable with</b>	10	pcs		

Date

By

Released (BAC) \_\_\_\_\_  
Returned (Supplier) \_\_\_\_\_

Printed Name/Signature

Tel. No./Cellphone No.

Date



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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	rubber grip				
16	<b>CORRECTION TAPE</b> , white, 5mm x 10m	15	pcs		
17	<b>MARKER</b> , flourescent, 3pcs/set	5	sets		
18	<b>PAPER CLIPS</b> , vinyl coated, 50mm	15	boxes		
19	<b>RUBBER BAND</b> , round,350qms, natural	2	boxes		
20	<b>FASTENER</b> , 8.5" or 70mm, vinyl coted, 50s per box	2	boxes		
21	<b>CLIPS</b> , backfold, 50mm, 12pcs/box	1	box		
22	<b>STAPLE WIRE</b> , No. 35	15	boxes		
23	<b>STAPLE CARTRIDGE</b> , No. 70 FE	3	boxes		
24	<b>FOLDER</b> , Cream, legal size	36	pcs		
25	<b>TRANSPARENT TAPE</b> , 24mm x 50m, clear	14	pcs		
	<b>TOTAL</b>				
	<b>*****Nothing Follows*****</b>				
	<b>TOTAL ABC = Php 83,455.00</b>				
	<b>PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR HRMO, PPDM AND FINANCE OFFICE USE IN TALISAY CAMPUS- R.M. DETABLAN, J.J. MARQUEZ &amp; M.C.G. PARROCHO</b>				
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Date By

Released (BAC) \_\_\_\_\_

Returned (Supplier) \_\_\_\_\_

Printed Name/Signature

Tel. No./Cellphone No.

Date