



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11955103
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Common-use-Supplies for the Campus Executive Director and CCS Dept. of Alijis Campus
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 25-139	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 59,636.62	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	09/04/2025
Contact Person:	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	Last Updated / Time	08/04/2025 11:46 AM
		Closing Date / Time	16/04/2025 09:00 AM

Description

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

REQUEST FOR QUOTATION
 PAGE 1 OF 3
 Date: APRIL 07, 2025
 Quotation No.: 25-139

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:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN 15 CALENDAR DAYS
3. 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
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

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 ITEM & DESCRIPTION QTY. UNIT UNIT PRICE TOTAL PRICE

NO. (Pls. indicate brand offered)

LOT 1 -EXECUTIVE DIRECTOR OFFICE SUPPLIES

- 1 INSECTICIDE, aerosol type 5 cans
 2 PAPER FASTENER, long, plastic 8.5 inches 70m (7cm), 50 sets 10 sets
 3 NOTE PAD, stick on, 50mm x 76mm (2"x 3") min 5 pads
 4 PAPER, multicopy, A4, 80gsm 45 ream
 5 PAPER, multicopy, legal, 80gsm 45 ream
 6 RECORD BOOK, 500 10 book
 7 TAPE, masking, 24mm 10 rolls
 8 TAPE, masking, 48mm 5 rolls
 9 TAPE, transparent, 24mm 15 rolls
 10 TAPE, transparent, 48mm 5 rolls
 11 CLIP, backfold, 19mm 5 boxes
 12 CORRECTION TAPE, 8m 25 pcs
 13 DOUBLE SIDED TAPE, 1" 10 rolls
 14 DOUBLE SIDED TAPE, 3/4" 15 rolls
 15 DISINFECTANT SPRAY, aerosol type 15 cans
 16 PAPER CLIP, vinyl/plastic coated, 33mm 10 boxes
 17 PAPER CLIP, vinyl/plastic coated, 50mm 10 boxes
 18 GLUE, clear, with sponge tip, 50cc 15 pcs
 19 GEL PEN, black 15 pcs
 20 PUNCHER, paper, heavy duty 3 pcs
 21 BALLPEN, black, 12 pcs/box 4 boxes
 22 FASTENER, plastic, 50 sets/box, 7cm 10 boxes
 23 BOND PAPER, Colored, 56 GSM, Green, 8 1/2 x 13, 500 sheets 10 ream
 24 BOND PAPER, Colored, 56 GSM, Pink, 8 1/2 x 13, 500 sheets 10 reams
 25 BOND PAPER, Colored, 56 GSM, Yellow, 8 1/2 x 13, 500 sheets 10 reams
 26 BOND PAPER, Colored, 56 GSM, Blue, 8 1/2 x 13, 500 sheets 10 reams
 27 TRIPLE DESK TRAY, mesh black, metal, can hold up to 8.5" 7 pcs
 x 13.5" size paper, size: 14.5" long x 9.5" wide x 2.25" deep x 7.5" height
 28 INK, refill, for EPSON L310, yellow 8 bottle
 29 INK, refill, for EPSON L310, magenta 8 bottle
 30 INK, refill, for EPSON L310, cyan 8 bottle

TOTAL

LOT 2 -OFFICE SUPPLIES OF CCS

- 31 TAPE, double sided 10 roll
 32 GLUE, all purpose 5 bottle
 33 DATE STAMP 2 pc
 34 PENCIL SHARPENER 1 pc
 35 CARTOLINA, assorted colors 2 pack
 36 NOTEPAD, stick-on, 50mm x 76mm 5 pad
 37 NOTEPAD, stick-on, 76mm x 100mm 5 pad
 38 INK, refill, for Epson C13T664100 (T6641), Black 10 bottle
 39 DISINFECTANT SPRAY 10 can
 40 FURNITURE CLEANER 5 can
 41 HAND SOAP, liquid 10 bottle
 42 TRASHBAG, large 10 packs/roll
 43 ALCOHOL, ethyl, 500ml 10 bottle

TOTAL

*****Nothing Follows*****

LOT 1= Php 50,442.00

LOT 2= Php 9,194.62

TOTAL ABC = Php 59,636.62

PROCUREMENT OF VARIOUS SUPPLIES TO BE USED IN CCS AND CED OFFICE AT ALIJS CAMPUS/ E. BUGNA(CED) & M. MANGANTI (CCS)

PR# 25-176-0228 02-28-25 MDS 72-101-25-03 03-04-25 - ITEM NO. 1-27 - E. BUGNA

PR# 25-189-0303 03-03-25 MDS 76-101-25-03 03-06-25 - ITEM NO. 28-30 - E. BUGNA

PR# 25-172-0227 02-27-25 MDS 70-101-25-03 03-04-25 - ITEM NO. 31-43 - M. MANGANTI

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	LOT 1	Common-use Supplies (CED)	1	Lot	50,442.00
2	LOT 2	Common-use Supplies (CCS)	1	Lot	9,194.62

Created by Rowena De la Vida Prado

Date Created 08/04/2025

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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	LOT 1 -EXECUTIVE DIRECTOR OFFICE SUPPLIES				
1	INSECTICIDE , aerosol type	5	cans		
2	PAPER FASTENER , long, plastic 8.5 inches 70m (7cm), 50 sets	10	sets		
3	NOTE PAD , stick on, 50mm x 76mm (2"x 3") min	5	pads		
4	PAPER , multicopy, A4, 80gsm	45	ream		
5	PAPER , multicopy, legal, 80gsm	45	ream		
6	RECORD BOOK , 500	10	book		
7	TAPE , masking, 24mm	10	rolls		
8	TAPE , masking, 48mm	5	rolls		
9	TAPE , transparent, 24mm	15	rolls		
10	TAPE , transparent, 48mm	5	rolls		
11	CLIP , backfold, 19mm	5	boxes		
12	CORRECTION TAPE , 8m	25	pcs		
13	DOUBLE SIDED TAPE , 1"	10	rolls		
14	DOUBLE SIDED TAPE , 3/4"	15	rolls		
15	DISINFECTANT SPRAY , aerosol type	15	cans		
16	PAPER CLIP , vinyl/plastic coated, 33mm	10	boxes		
17	PAPER CLIP , vinyl/plastic coated, 50mm	10	boxes		
18	GLUE , clear, with sponge tip, 50cc	15	pcs		
19	GEL PEN , black	15	pcs		
20	PUNCHER , paper, heavy duty	3	pcs		
21	BALLPEN , black, 12 pcs/box	4	boxes		
22	FASTENER , plastic, 50 sets/box, 7cm	10	boxes		
23	BOND PAPER , Colored, 56 GSM, Green, 8 1/2 x 13, 500 sheets	10	ream		

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
24	BOND PAPER , Colored, 56 GSM, Pink, 8 1/2 x 13, 500 sheets	10	reams		
25	BOND PAPER , Colored, 56 GSM, Yellow, 8 1/2 x 13, 500 sheets	10	reams		
26	BOND PAPER , Colored, 56 GSM, Blue, 8 1/2 x 13, 500 sheets	10	reams		
27	TRIPLE DESK TRAY , mesh black, metal, can hold up to 8.5" x 13.5" size paper, size: 14.5" long x 9.5" wide x 2.25" deep x 7.5" height	7	pcs		
28	INK , refill, for EPSON L310, yellow	8	bottle		
29	INK , refill, for EPSON L310, magenta	8	bottle		
30	INK , refill, for EPSON L310, cyan	8	bottle		
	TOTAL				
	LOT 2 -OFFICE SUPPLIES OF CCS				
31	TAPE , double sided	10	roll		
32	GLUE , all purpose	5	bottle		
33	DATE STAMP	2	pc		
34	PENCIL SHARPENER	1	pc		
35	CARTOLINA , assorted colors	2	pack		
36	NOTEPAD , stick-on, 50mm x 76mm	5	pad		
37	NOTEPAD , stick-on, 76mm x 100mm	5	pad		
38	INK , refill, for Epson C13T664100 (T6641), Black	10	bottle		
39	DISINFECTANT SPRAY	10	can		
40	FURNITURE CLEANER	5	can		
41	HAND SOAP , liquid	10	bottle		
42	TRASHBAG , large	10	packs/roll		
43	ALCOHOL , ethyl, 500ml	10	bottle		
	TOTAL				

Date _____ By _____
Released (BAC) _____
Returned (Supplier) _____

Printed Name/Signature _____
Tel. No./Cellphone No. _____
Date _____

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[illegible]

	Date	By
Released (BAC)	_____	_____
Returned (Supplier)	_____	_____

Printed Name/Signature

Tel. No./Cellphone No.

Date _____