



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12004297
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Various Office Supplies for the Various Offices in Talisay and Alijis Campuses
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 25-201	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	01/05/2025
Approved Budget for the Contract:	PHP 107,496.00	Last Updated / Time	30/04/2025 16:45 PM
Delivery Period:	15 Day/s	Closing Date / Time	08/05/2025 09:00 AM
Client Agency:			
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		

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 28, 2025
 Quotation No.: 25-201

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 - INTERNAL AUDIT TALISAY CAMPUS

- 1 FRAME for certificate, A4 size 5 pcs
- 2 SPECIAL PAPER, A4, 200gsm, Ivory, 10's/pack 10 pack
- 3 SPECIAL PAPER, A4, 200gsm, Cream, 10's/pack 10 pack
- 4 STICKER PAPER, matte, A4 size 10 pack
- 5 WHITE BOARD, GTK/TIMCO, Aluminum frame with ABS 1 pc
corner, 90cm x 120cm

TOTAL

LOT 2- CAS-TALISAY CAMPUS

- 1 PHOTOPAPER, A4 size 10's 20 pack
- 2 STICKER PAPER, A4 size 10's 50 pack
- 3 SPECIAL PAPER, A4 size, 90 gsm, pale cream color, 10's 50 pack
- 4 SPECIAL PAPER, A4 size, 90 gsm, white color, 10's 100 pack
- 5 SPECIAL PAPER, A4 size, 75 gsm, metallic gold color, 10's 10 pack
- 6 SPECIAL PAPER, A4 size, 75 gsm, metallic silver color, 10's 10 pack
- 7 BOARD PAPER, A4 size, 80 gsm, light green color, 10's 20 pack
- 8 BOARD PAPER, A4 size, 80 gsm, light blue color, 10's 20 pack
- 9 BOARD PAPER, A4 size, 80 gsm, pink color, 10's 20 pack
- 10 PLASTIC JACKET, A4 size, navy blue color 30 pcs.
- 11 PLASTIC JACKET, A4 size, green color 30 pcs.
- 12 PLASTIC JACKET, A4 size, black color 30 pcs.
- 13 PLASTIC JACKET, A4 size, red color 30 pcs.
- 14 TAPE, Double Sided, 1" x 3m size 50 roll
- 15 PLASTIC COVER 10 roll
- 16 GEL PEN, Black, 0.05 12/box 23 box

TOTAL

LOT 3- CCS DEANS OFFICE-ALIJIS CAMPUS

- 17 INSECTICIDE, aerosol type 10 can
- 18 PAPER FASTENER, long, plastic 8.5 inches 70 m (7 cm), 50 sets 10 sets
- 19 ALCOHOL, Ethyl, 68%-72%, 500ml 20 bottle
- 20 NOTE PAD, stick on, 50mm x 76 mm (2"x3") min 10 pad
- 21 PAPER, MULTICOPY, A4, 80 gsm 60 ream
- 22 PAPER, MULTICOPY, Legal, 80 gsm 60 ream
- 23 RECORD BOOK, 500 pages 2 book
- 24 TAPE, masking, 24mm 5 roll
- 25 TAPE, masking, 48mm 5 roll
- 26 TAPE, transparent, 24mm 30 roll
- 27 TAPE, transparent, 48mm 5 roll
- 28 BINDER CLIPS, 19mm, 1 dozen/box 15 box
- 29 CORRECTION TAPE, 8m 30 piece
- 30 TAPE, Double Sided, 1" 20 piece
- 31 TAPE, Double Sided, 3/4" 15 piece
- 32 PAPER CLIP, vinyl/plastic coated, 33mm 25 box
- 33 CLEAR GLUE, with Sponge Tip, 50 CC 20 piece
- 34 SIGN PEN, black 36 piece
- 35 PUNCHER, paper, heavy duty 2 piece
- 36 BALLPEN, Black, 12 pcs/box 4 box
- 37 FASTENER, plastic, 50 sets/box, 7 cm 30 box
- 38 RULER, plastic clear 5 piece
- 39 FOLDER, Pressboard, expandable, legal size, 100 pc/box 5 box
- 40 STAMP PAD, felt 5 piece
- 41 PENCIL SHARPENER, desktop, single cutter head 3 piece
- 42 AIR FRESHENER, Aerosol type 5 can
- 43 BROOM, soft, Tambo 4 piece
- 44 AIR FRESHENER, Scented gel, 180g, Lavender 25 piece
- 45 TOILET BOWL URINAL CLEANER, Antibacterial, 700ml 30 bottle
- 46 DISINFECTANT SPRAY, aerosol type 15 can
- 47 DUST PAN, non-rigid plastic 3 piece
- 48 RAGS, all cotton 1 bundle
- 49 TOILET DEODORANT CAKE, 100g 27 piece
- 50 MOP, Tornado mop and spin dry Bucket Set with 1 Microfiber 2 piece
Mop Head, Brown Color
- 51 DRY SEAL, 2 in 1 Machine Engraved 2 piece
with detachable smart base

TOTAL

LOT 1 = Php 2,936.00

LOT 2 = Php 30,760.00

LOT 3 = Php 73,800.00

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

TOTAL ABC = Php 107,496.00

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR INTERNAL AUDIT, COLLEGE OF ARTS AND SCIENCES FACULTY AT
 TALISAY CAMPUS AND CCS DEANS OFFICE USE AT ALIJIS CAMPUS /R. ALEGARBE (Director-IA), A. ALVARADO
 (Dean-CAS) & J.M. DORMIDO (CCS-Dean)

PR# 25-361-0403 04-03-25 MDS 131-101-25-04 04-04-25- LOT 1 /R. ALEGARBE

PR# 25-345-0402 04-02-25 MDS 130-101-25-04 04-03-25- LOT 2 /A. ALVARADO

PR# 25-324-0327 03-27-25 MDS 135-101-25-04 04-10-25- LOT 3/ J.M. DORMIDO

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	LOT 1	Office Supplies - Internal Audit, Talisay Campus	1	Lot	2,936.00
2	LOT 2	Office Supplies - CAS, Talisay Campus	1	Lot	30,760.00
3	LOT 3	Office Supplies - CCS Deans Office, Alijis Campus	1	Lot	73,800.00

Created by Rowena De la Vida Prado

Date Created 30/04/2025

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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 NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
LOT 1 - INTERNAL AUDIT TALISAY CAMPUS					
1	FRAME for certificate, A4 size	5	pcs		
2	SPECIAL PAPER, A4, 200gsm, Ivory, 10's/pack	10	pack		
3	SPECIAL PAPER, A4, 200gsm, Cream, 10's/pack	10	pack		
4	STICKER PAPER, matte, A4 size	10	pack		
5	WHITE BOARD, GTK/TIMCO, Aluminum frame with ABS corner, 90cm x 120cm	1	pc		
	TOTAL				
LOT 2- CAS-TALISAY CAMPUS					
1	PHOTOPAPER, A4 size 10's	20	pack		
2	STICKER PAPER, A4 size 10's	50	pack		
3	SPECIAL PAPER, A4 size, 90 gsm, pale cream color, 10's	50	pack		
4	SPECIAL PAPER, A4 size, 90 gsm, white color, 10's	100	pack		
5	SPECIAL PAPER, A4 size, 75 gsm, metallic gold color, 10's	10	pack		
6	SPECIAL PAPER, A4 size, 75 gsm, metallic silver color, 10's	10	pack		
7	BOARD PAPER, A4 size, 80 gsm, light green color, 10's	20	pack		
8	BOARD PAPER, A4 size, 80 gsm, light blue color, 10's	20	pack		
9	BOARD PAPER, A4 size, 80 gsm, pink color, 10's	20	pack		
10	PLASTIC JACKET, A4 size, navy blue color	30	pcs.		
11	PLASTIC JACKET, A4 size, green color	30	pcs.		
12	PLASTIC JACKET, A4 size, black color	30	pcs.		
13	PLASTIC JACKET, A4 size, red color	30	pcs.		
14	TAPE, Double Sided, 1" x 3m size	50	roll		
15	PLASTIC COVER	10	roll		
16	GEL PEN, Black, 0.05 12/box	23	box		
	TOTAL				

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

Printed Name/Signature _____

Tel. No./Cellphone No. _____

Date _____



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BAC Chairman

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- 2. DELIVERY PERIOD WITHIN 30 CALENDAR DAYS
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	LOT 3- CCS DEANS OFFICE-ALIJIS CAMPUS				
17	INSECTICIDE , aerosol type	10	can		
18	PAPER FASTENER , long, plastic 8.5 inches 70 m (7 cm), 50 sets	10	sets		
19	ALCOHOL , Ethyl, 68%-72%, 500ml	20	bottle		
20	NOTE PAD , stick on, 50mm x 76 mm (2"x3") min	10	pad		
21	PAPER , MULTICOPY, A4, 80 gsm	60	ream		
22	PAPER , MULTICOPY, Legal, 80 gsm	60	ream		
23	RECORD BOOK , 500 pages	2	book		
24	TAPE , masking, 24mm	5	roll		
25	TAPE , masking, 48mm	5	roll		
26	TAPE , transparent, 24mm	30	roll		
27	TAPE , transparent, 48mm	5	roll		
28	BINDER CLIPS , 19mm, 1 dozen/box	15	box		
29	CORRECTION TAPE , 8m	30	piece		
30	TAPE , Double Sided, 1"	20	piece		
31	TAPE , Double Sided, 3/4"	15	piece		
32	PAPER CLIP , vinyl/plastic coated, 33mm	25	box		
33	CLEAR GLUE , with Sponge Tip, 50 CC	20	piece		
34	SIGN PEN , black	36	piece		
35	PUNCHER , paper, heavy duty	2	piece		
36	BALLPEN , Black, 12 pcs/box	4	box		
37	FASTENER , plastic, 50 sets/box, 7 cm	30	box		
38	RULER , plastic clear	5	piece		
39	FOLDER , Pressboard, expandable, legal size, 100 pc/box	5	box		

Released (BAC) _____
Returned (Supplier) _____

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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
40	STAMP PAD , felt	5	piece		
41	PENCIL SHARPENER , desktop, single cutter head	3	piece		
42	AIR FRESHENER , Aerosol type	5	can		
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45	TOILET BOWL URINAL CLEANER , Antibacterial, 700ml	30	bottle		
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48	RAGS , all cotton	1	bundle		
49	TOILET DEODORANT CAKE , 100g	27	piece		
50	MOP , Tornado mop and spin dry Bucket Set with 1 Microfiber	2	piece		
	Mop Head, Brown Color				
51	DRY SEAL , 2 in 1 Machine Engraved	2	piece		
	with detachable smart base				
	TOTAL				
	LOT 1 = Php 2,936.00				
	LOT 2 = Php 30,760.00				
	LOT 3 = Php 73,800.00				
	***** Nothing Follows *****				
	TOTAL ABC = Php 107,496.00				
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