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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12298130
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Common-use Supplies for the 2nd Quarter of the Four Campuses
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 25-430	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 547,326.74	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	09/08/2025
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	08/08/2025 16:09 PM
		Closing Date / Time	18/08/2025 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 5
 Date: AUGUST 08, 2025
 Quotation No.: 25-430

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.

ATTY. RICCI L. SIASON
 BAC Vice-Chairman

NOTE:

- ALL ENTRIES MUST BE TYPEWRITTEN
- DELIVERY PERIOD WITHIN 30 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

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)

ONE(1) LOT

- 1 ALCOHOL, Ethyl, 1 Gallon 20 gallon
- 2 BALLPEN, Black, Fine point, 50pcs/box 12 box
- 3 BATTERY, dry cell, size AA 80 pack
- 4 BATTERY, dry cell, size AAA 50 pack
- 5 BINDER CLIPS, 41mm 10 box
- 6 BLADE, for general purpose cutter/utility knife, big 25 tube
- 7 BOND PAPER, Letter 8.5 by 11 inches 10 ream
- 8 CALCULATOR, Compact 25 unit
- 9 CARTOLINA, assorted colors 50 pack
- 10 CERTIFICATE FRAME, A4 50 piece
- 11 CERTIFICATE HOLDER, A4 50 piece
- 12 CLEARBOOK, A4 size 10 piece
- 13 CLEARBOOK, Legal size 30 piece
- 14 CLIP, backfold, 19mm 50 box
- 15 CLIP, backfold, 25mm 80 box
- 16 CLIP, backfold, 32mm 82 box
- 17 CLIP, backfold, 50mm 100 box
- 18 COLORED PAPER 15 pack
- 19 CORRECTION TAPE 300 piece
- 20 CUTTER/UTILITY KNIFE, for general purpose, BIG 25 piece
- 21 DATA FILE BOX 50 piece
- 22 DATA FOLDER 30 piece
- 23 DATER STAMP 10 piece
- 24 DATER STAMP, self-inking 10 piece
- 25 TAPE, DOUBLE SIDED 30 roll
- 26 ENVELOPE, Documentary, A4 3 box
- 27 ENVELOPE, Expanding, Plastic 20 piece
- 28 ENVELOPE, Mailing 15 box
- 29 ENVELOPE, Mailing, with window 1 box
- 30 ERASER, plastic/rubber 50 piece
- 31 PLASTIC FASTENER 80 box
- 32 FILE FOLDER, White with Tab (Legal) 800 pieces
- 33 FILE ORGANIZER, expanding, plastic, legal 25 piece
- 34 FILE TAB DIVIDER, A4 15 set
- 35 FOLDER, Fancy with slide, A4 5 bundle
- 36 FOLDER, Fancy with slide, legal 5 bundle
- 37 GLUE GUN 7 unit
- 38 GLUE STICK, FOR GLUE GUN 6 pack
- 39 GLUE STICK, PASTE 5 piece
- 40 GLUE, all-purpose, 250ml 21 bottle
- 41 GLUE, all-purpose 1Liter 15 bottle
- 42 PAPER, Hard Copy A4 8 1/4 x 11 3/4 80 gsm 8 ream
- 43 INDEX TAB 25 box
- 44 INK CARTRIDGE, CANON PG-810, Black 8 cart
- 45 INK CARTRIDGE, CANON PG-810, Colored 8 cart
- 46 INK CARTRIDGE, EPSON C13T664100 (T6641), Black 100 cart
- 47 INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan 80 cart
- 48 INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta 80 cart
- 49 INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow 80 cart
- 50 INK, Genuine Refill, Epson 003 Bottle, 65ml, Black 100 bottle
- 51 INK, Genuine Refill, Epson 003 Bottle, 65ml, Cyan 63 bottle
- 52 INK, Genuine Refill, Epson 003 Bottle, 65ml, Magenta 63 bottle
- 53 INK, Genuine Refill, Epson 003 Bottle, 65ml, Yellow 63 bottle
- 54 LAMINATING FILM, 250 microns, Legal size, high quality polyester, 3 pack
matte finish , legal
- 55 LAMINATING FILM, 125micron / 250micron, A3 1 pack
- 56 LAMINATING FILM, 125micron / 250micron, A4 5 pack
- 57 MARKER, Fluorescent 25 set
- 58 MARKER, Permanent, Black 170 piece
- 59 MARKER, Permanent, Blue 60 piece
- 60 MARKER, Permanent, Red 40 piece
- 61 MARKER, Whiteboard, Black 300 piece
- 62 MARKER, Whiteboard, Blue 150 piece
- 63 MARKER, Whiteboard, Red 40 piece
- 64 NOTEPAD, stick-on, 50mm x 76mm 80 pad
- 65 NOTEPAD, stick-on, 76mm x 100mm 100 pad
- 66 NOTEPAD, stick-on, 76mm x 76mm 80 pad
- 67 PAPER CLIP, vinyl/plastic coated, 33mm 150 box
- 68 PAPER CLIP, vinyl/plastic coated, jumbo, 50mm 150 box
- 69 PENCIL SHARPENER, table top 7 piece
- 70 PENCIL, lead/graphite, with eraser 80 box
- 71 PHOTO PAPER, 220 gsm, glossy 50 pack
- 72 PUNCHER, paper, heavy duty 10 piece

73 RECORD BOOK, 300 PAGES 54 book
 74 RECORD BOOK, 500 PAGES 60 book
 75 RULER, plastic, 450mm 10 piece
 76 SCISSORS, symmetrical/asymmetrical 70 pair
 77 SIGN PEN, Extra Fine Tip, Black 416 piece
 78 SIGN PEN, Extra Fine Tip, Red 100 piece
 79 SIGN PEN, Extra Fine Tip, Blue 130 piece
 80 SPECIAL PAPER, A4, white 100 pack
 81 SPECIAL PAPER, A4, 170GSM, Cream, 10's/pack 15 pack
 82 SPECIAL PAPER, Long 100 pack
 83 STAMP PAD, felt 20 piece
 84 STAPLE REMOVER, plier-type 15 piece
 85 STAPLER, heavy duty (binder) 10 unit
 86 STAPLER, standard type 40 piece
 87 STICKER PAPER, high gloss, A4, water proof 15 pack
 88 STICKER PAPER, A4, High gloss white, 10pcs/pack 30 pack
 89 TAPE DISPENSER, table top 15 piece
 90 TAPE, packaging, 48 mm 80 roll
 91 TAPE, transparent, 24mm 208 roll
 92 TONER CARTRIDGE, for Brother MFC-LC2700DW 1 cart
 93 TONER CARTRIDGE, DEVELOP TN-128, BLACK 5 cart
 94 TONER, GESTETNER, M 2701 3 cart
 95 TWINE, plastic 15 roll
 96 VELLUM BOARD PAPER 15 pack
 TOTAL

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

TOTAL ABC = Php 547,326.74

PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT (2ND QUARTER) FOR THE FOUR CAMPUSES/ L.

GUILARAN (Director-PSMO)

PR# 25-795-0728 07-28-25

MDS 238-101-25-07 07-31-25

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Common-use Supplies	1	Lot	547,326.74

Created by Rowena De la Vida Prado

Date Created 08/08/2025

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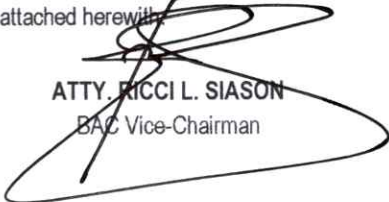
Republic of the Philippines
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Talisay City, Negros Occidental
Mobile Phone Number: (0939) 929 6624
bac.sec@chmsu.edu.ph

REQUEST FOR QUOTATION

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Date: AUGUST 08, 2025
Quotation No.: 25-430

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.


ATTY. RICCI L. SIASON
BAC Vice-Chairman

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 - 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-EPIS 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
	ONE(1) LOT				
1	ALCOHOL , Ethyl, 1 Gallon	20	gallon		
2	BALLPEN , Black, Fine point, 50pcs/box	12	box		
3	BATTERY , dry cell, size AA	80	pack		
4	BATTERY , dry cell, size AAA	50	pack		
5	BINDER CLIPS , 41mm	10	box		
6	BLADE , for general purpose cutter/utility knife, big	25	tube		
7	BOND PAPER , Letter 8.5 by 11 inches	10	ream		
8	CALCULATOR , Compact	25	unit		
9	CARTOLINA , assorted colors	50	pack		
10	CERTIFICATE FRAME , A4	50	piece		
11	CERTIFICATE HOLDER , A4	50	piece		
12	CLEARBOOK , A4 size	10	piece		
13	CLEARBOOK , Legal size	30	piece		
14	CLIP , backfold, 19mm	50	box		
15	CLIP , backfold, 25mm	80	box		
16	CLIP , backfold, 32mm	82	box		
17	CLIP , backfold, 50mm	100	box		
18	COLORED PAPER	15	pack		
19	CORRECTION TAPE	300	piece		
20	CUTTER/UTILITY KNIFE , for general purpose, BIG	25	piece		
21	DATA FILE BOX	50	piece		
22	DATA FOLDER	30	piece		
23	DATER STAMP	10	piece		

Released (BAC) _____ Date _____ By _____
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	DATER STAMP, self-inking	10	piece		
25	TAPE, DOUBLE SIDED	30	roll		
26	ENVELOPE, Documentary, A4	3	box		
27	ENVELOPE, Expanding, Plastic	20	piece		
28	ENVELOPE, Mailing	15	box		
29	ENVELOPE, Mailing, with window	1	box		
30	ERASER, plastic/rubber	50	piece		
31	PLASTIC FASTENER	80	box		
32	FILE FOLDER, White with Tab (Legal)	800	pieces		
33	FILE ORGANIZER, expanding, plastic, legal	25	piece		
34	FILE TAB DIVIDER, A4	15	set		
35	FOLDER, Fancy with slide, A4	5	bundle		
36	FOLDER, Fancy with slide, legal	5	bundle		
37	GLUE GUN	7	unit		
38	GLUE STICK, FOR GLUE GUN	6	pack		
39	GLUE STICK, PASTE	5	piece		
40	GLUE, all-purpose, 250ml	21	bottle		
41	GLUE, all-purpose 1Liter	15	bottle		
42	PAPER, Hard Copy A4 8 1/4 x 11 3/4 80 gsm	8	ream		
43	INDEX TAB	25	box		
44	INK CARTRIDGE, CANON PG-810, Black	8	cart		
45	INK CARTRIDGE, CANON PG-810, Colored	8	cart		
46	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	100	cart		
47	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	80	cart		

Released (BAC) _____ Date _____ By _____
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
48	INK CARTRIDGE , EPSON C13T664300 (T6643), Magenta	80	cart		
49	INK CARTRIDGE , EPSON C13T664400 (T6644), Yellow	80	cart		
50	INK , Genuine Refill, Epson 003 Bottle, 65ml, Black	100	bottle		
51	INK , Genuine Refill, Epson 003 Bottle, 65ml, Cyan	63	bottle		
52	INK , Genuine Refill, Epson 003 Bottle, 65ml, Magenta	63	bottle		
53	INK , Genuine Refill, Epson 003 Bottle, 65ml, Yellow	63	bottle		
54	LAMINATING FILM , 250 microns, Legal size, high quality polyester, matte finish , legal	3	pack		
55	LAMINATING FILM , 125micron / 250micron, A3	1	pack		
56	LAMINATING FILM , 125micron / 250micron, A4	5	pack		
57	MARKER , Flourescent	25	set		
58	MARKER , Permanent, Black	170	piece		
59	MARKER , Permanent, Blue	60	piece		
60	MARKER , Permanent, Red	40	piece		
61	MARKER , Whiteboard, Black	300	piece		
62	MARKER , Whiteboard, Blue	150	piece		
63	MARKER , Whiteboard, Red	40	piece		
64	NOTEPAD , stick-on, 50mm x 76mm	80	pad		
65	NOTEPAD , stick-on, 76mm x 100mm	100	pad		
66	NOTEPAD , stick-on, 76mm x 76mm	80	pad		
67	PAPER CLIP , vinly/plastic coated, 33mm	150	box		
68	PAPER CLIP , vinly/plastic coated, jumbo, 50mm	150	box		
69	PENCIL SHARPENER , table top	7	piece		
70	PENCIL , lead/graphite, with eraser	80	box		

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
71	PHOTO PAPER, 220 gsm, glossy	50	pack		
72	PUNCHER, paper, heavy duty	10	piece		
73	RECORD BOOK, 300 PAGES	54	book		
74	RECORD BOOK, 500 PAGES	60	book		
75	RULER, plastic, 450mm	10	piece		
76	SCISSORS, symmetrical/asymmetrical	70	pair		
77	SIGN PEN, Extra Fine Tip, Black	416	piece		
78	SIGN PEN, Extra Fine Tip, Red	100	piece		
79	SIGN PEN, Extra Fine Tip, Blue	130	piece		
80	SPECIAL PAPER, A4, white	100	pack		
81	SPECIAL PAPER, A4, 170GSM, Cream, 10's/pack	15	pack		
82	SPECIAL PAPER, Long	100	pack		
83	STAMP PAD, felt	20	piece		
84	STAPLE REMOVER, plier-type	15	piece		
85	STAPLER, heavy duty (binder)	10	unit		
86	STAPLER, standard type	40	piece		
87	STICKER PAPER, high gloss, A4, water proof	15	pack		
88	STICKER PAPER, A4, High gloss white, 10pcs/pack	30	pack		
89	TAPE DISPENSER, table top	15	piece		
90	TAPE, packaging, 48 mm	80	roll		
91	TAPE, transparent, 24mm	208	roll		
92	TONER CARTRIDGE, for Brother MFC-LC2700DW	1	cart		
93	TONER CARTRIDGE, DEVELOP TN-128, BLACK	5	cart		
94	TONER, GESTETNER, M 2701	3	cart		

Date

By

Printed Name/Signature

Released (BAC)

Returned (Supplier)

Tel. No./Cellphone No.

Date

