



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12318375
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Various Common-use Supplies of the Four (4) Campuses for the 3rd Quarter
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 25-443	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment Supplies and Consumables	Date Published	16/08/2025
Approved Budget for the Contract:	PHP 481,520.18	Last Updated / Time	15/08/2025 11:14 AM
Delivery Period:	30 Day/s	Closing Date / Time	26/08/2025 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 4
 Date: AUGUST 14, 2025
 Quotation No.: 25-443

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 AIR FRESHENER 25 can
- 2 ALCOHOL, Ethyl, 1 Gallon 15 gallon
- 3 BATTERY, dry cell, size AA 40 pack
- 4 BATTERY, dry cell, size AAA 40 pack
- 5 BLADE, for general purpose cutter/utility knife 15 tube
- 6 CARBON FILM, Legal size 2 box
- 7 CARTOLINA, assorted colors 8 pack
- 8 CERTIFICATE HOLDER 20 piece
- 9 CLEARBOOK, A4 size 20 piece
- 10 CLEARBOOK, Legal size 20 piece
- 11 CLIP, backfold, 19mm 30 box
- 12 CLIP, backfold, 25mm 67 box
- 13 CLIP, backfold, 32mm 60 box
- 14 CLIP, backfold, 50mm 75 box
- 15 COLORED PAPER 10 pack
- 16 CONSTRUCTION PAPER, Orange 5 pack
- 17 CORRECTION TAPE 130 piece
- 18 DATA FOLDER 25 piece
- 19 DATER STAMP 8 piece
- 20 DISINFECTANT SPRAY 20 can
- 21 DOUBLE SIDED TAPE, 1 Inch 15 roll
- 22 ENVELOPE, Documentary, A4 1 box
- 23 ENVELOPE, Mailing 2 box
- 24 INK, Epson EcoTank L4260 | Ink (001), Cyan 25 bottle
- 25 INK, Epson EcoTank L4260 | Ink (001), Magenta 25 bottle
- 26 INK, Epson EcoTank L4260 | Ink (001), Yellow 25 bottle
- 27 ERASER, plastic/rubber 50 piece
- 28 FASTENER, plastic, 7cm 25 box
- 29 FILE ORGANIZER, expanding, plastic, legal 25 piece
- 30 FILE TAB DIVIDER, A4 16 set
- 31 FLASH DRIVE 20 piece
- 32 FOLDER, Fancy with slide, A4 5 bundle
- 33 FOLDER, Fancy with slide, legal 25 bundle
- 34 FOLDER, L-type, A4 15 pack
- 35 FURNITURE CLEANER 15 can
- 36 GLUE GUN 2 unit
- 37 GLUE STICK, for Glue Gun 5 pack
- 38 GLUE STICK, Paste 5 piece
- 39 GLUE, all-purpose 1Liter 10 bottle
- 40 PAPER, HARD COPY, A4 8 1/4 x 11 3/4 80 gsm 2 ream
- 41 INDEX TAB 14 box
- 42 INK CARTRIDGE, EPSON C13T664100 (T6641), Black 26 cart
- 43 INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan 14 cart
- 44 INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta 14 cart
- 45 INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow 14 cart
- 46 MARKER, Flourescent 30 set
- 47 MARKER, Permanent, Black 235 piece
- 48 MARKER, Permanent, Blue 75 piece
- 49 MARKER, Permanent, Red 61 piece
- 50 MARKER, Whiteboard, Red 83 piece
- 51 NOTEPAD, stick-on, 50mm x 76mm 62 pad
- 52 NOTEPAD, stick-on, 76mm x 100mm 52 pad
- 53 NOTEPAD, stick-on, 76mm x 76mm 32 pad
- 54 PAPER, MULTICOPY LEGAL 975 ream
- 55 PAPER, parchment 5 box
- 56 PENCIL SHARPENER, table top/ desk top 3 piece
- 57 PHOTO PAPER 15 pack
- 58 PLASTIC COVER 2 roll
- 59 PUNCHER, paper, heavy duty 20 piece
- 60 RAGS 25 kilo
- 61 RECORD BOOK, 300 PAGES 7 book
- 62 RECORD BOOK, 500 PAGES 13 book
- 63 RULER, plastic, 450mm 13 piece
- 64 SCISSORS, symmetrical/asymmetrical 35 pair
- 65 SIGN PEN, Black 655 piece
- 66 SIGN PEN, Blue 212 piece
- 67 SIGN PEN, Red 250 piece
- 68 STAMP PAD, felt 10 piece
- 69 STAPLE REMOVER, plier-type 5 piece
- 70 STAPLER, heavy duty (binder) 1 unit
- 71 STAPLER, standard type 28 piece
- 72 STENO NOTEBOOK 20 piece
- 73 STICKER PAPER, A4, Glossy 18 pack

74 TAPE DISPENSER, table top 10 piece
 75 TAPE, packaging, 48 mm 29 roll
 76 TAPE, transparent, 24mm 80 roll
 77 TWINE, plastic 4 roll
 78 VELLUM BOARD PAPER 25 pack
 79 WRAPPING PAPER 2 pack
 80 LAMINATING FILM, A4 size, 250 microns, 100 pcs / pack 1 pack
 81 INK, for Self-Inking Stamps/ Dater, water-based 10 bottle
 TOTAL

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

TOTAL ABC = Php 481,520.18

PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT (3RD Quarter) FOR THE FOUR(4) CAMPUSES/L.

GUILARAN (Director-PSMO)

PR# 25-833-0811 08-11-25

INCOME 563-164-25-08 08-12-25

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Various Common-use Supplies	1	Lot	481,520.18

Created by Rowena De la Vida Prado

Date Created 15/08/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



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Quotation No.: 25-443

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BAC Vice-Chairman

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 - 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
	ONE(1) LOT				
1	AIR FRESHENER	25	can		
2	ALCOHOL, Ethyl, 1 Gallon	15	gallon		
3	BATTERY, dry cell, size AA	40	pack		
4	BATTERY, dry cell, size AAA	40	pack		
5	BLADE, for general purpose cutter/utility knife	15	tube		
6	CARBON FILM, Legal size	2	box		
7	CARTOLINA, assorted colors	8	pack		
8	CERTIFICATE HOLDER	20	piece		
9	CLEARBOOK, A4 size	20	piece		
10	CLEARBOOK, Legal size	20	piece		
11	CLIP, backfold, 19mm	30	box		
12	CLIP, backfold, 25mm	67	box		
13	CLIP, backfold, 32mm	60	box		
14	CLIP, backfold, 50mm	75	box		
15	COLORED PAPER	10	pack		
16	CONSTRUCTION PAPER, Orange	5	pack		
17	CORRECTION TAPE	130	piece		
18	DATA FOLDER	25	piece		
19	DATER STAMP	8	piece		
20	DISINFECTANT SPRAY	20	can		
21	DOUBLE SIDED TAPE, 1 inch	15	roll		
22	ENVELOPE, Documentary, A4	1	box		
23	ENVELOPE, Mailing	2	box		

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

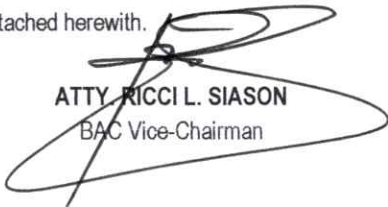
Printed Name/Signature _____
Tel. No./Cellphone No. _____
Date _____



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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
24	INK, Epson EcoTank L4260 Ink (001), Cyan	25	bottle		
25	INK, Epson EcoTank L4260 Ink (001), Magenta	25	bottle		
26	INK, Epson EcoTank L4260 Ink (001), Yellow	25	bottle		
27	ERASER, plastic/rubber	50	piece		
28	FASTENER, plastic, 7cm	25	box		
29	FILE ORGANIZER, expanding, plastic, legal	25	piece		
30	FILE TAB DIVIDER, A4	16	set		
31	FLASH DRIVE	20	piece		
32	FOLDER, Fancy with slide, A4	5	bundle		
33	FOLDER, Fancy with slide, legal	25	bundle		
34	FOLDER, L-type, A4	15	pack		
35	FURNITURE CLEANER	15	can		
36	GLUE GUN	2	unit		
37	GLUE STICK, for Glue Gun	5	pack		
38	GLUE STICK, Paste	5	piece		
39	GLUE, all-purpose 1Liter	10	bottle		
40	PAPER, HARD COPY, A4 8 1/4 x 11 3/4 80 gsm	2	ream		
41	INDEX TAB	14	box		
42	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	26	cart		
43	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	14	cart		
44	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	14	cart		
45	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	14	cart		
46	MARKER, Flourescent	30	set		
47	MARKER, Permanent, Black	235	piece		

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

Printed Name/Signature

Tel. No./Cellphone No.

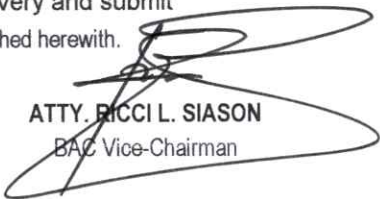
Date _____



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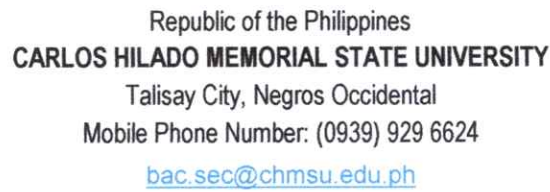
ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
48	MARKER , Permanent, Blue	75	piece		
49	MARKER , Permanent, Red	61	piece		
50	MARKER , Whiteboard, Red	83	piece		
51	NOTEPAD , stick-on, 50mm x 76mm	62	pad		
52	NOTEPAD , stick-on, 76mm x 100mm	52	pad		
53	NOTEPAD , stick-on, 76mm x 76mm	32	pad		
54	PAPER , MULTICOPY LEGAL	975	ream		
55	PAPER , parchment	5	box		
56	PENCIL SHARPENER , table top/ desk top	3	piece		
57	PHOTO PAPER	15	pack		
58	PLASTIC COVER	2	roll		
59	PUNCHER , paper, heavy duty	20	piece		
60	RAGS	25	kilo		
61	RECORD BOOK , 300 PAGES	7	book		
62	RECORD BOOK , 500 PAGES	13	book		
63	RULER , plastic, 450mm	13	piece		
64	SCISSORS , symmetrical/asymmetrical	35	pair		
65	SIGN PEN , Black	655	piece		
66	SIGN PEN , Blue	212	piece		
67	SIGN PEN , Red	250	piece		
68	STAMP PAD , felt	10	piece		
69	STAPLE REMOVER , plier-type	5	piece		
70	STAPLER , heavy duty (binder)	1	unit		
71	STAPLER , standard type	28	piece		

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

Printed Name/Signature

Tel. No./Cellphone No.

Date _____



PAGE 4 OF 4

Date: AUGUST 14, 2025
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~~ATTY. RICCI L. SIASON~~
~~BAC Vice-Chairman~~

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

Printed Name/Signature

Tel. No./Cellphone No.

Date _____