



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12634200  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE UNIVERSITY  
**Title** Procurement of Various Common-use Supplies, Consumables and ICT Supplies for the C-USG Office use -Talisay Campus  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b>	RFQ 25-624	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 62,582.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	10 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	27/11/2025
<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	<b>Last Updated / Time</b>	26/11/2025 17:36 PM
		<b>Closing Date / Time</b>	01/12/2025 17:00 PM

#### Description

Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE UNIVERSITY  
Talisay City, Negros Occidental  
Mobile Phone Number: (0920) 583 3086  
bac.sec@chmsu.edu.ph

REQUEST FOR QUOTATION  
PAGE 1 OF 3  
Date: NOVEMBER 21, 2025  
Quotation No.: 25-624

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. MA. RIZA T. MANALO  
BAC Chairperson

#### NOTE:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN 10 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-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 ITEM & DESCRIPTION QTY. UNIT UNIT PRICE TOTAL PRICE

NO. (Pls. Indicate brand offered)

LOT 1 - COMMON-USE SUPPLIES

- 1 BALLPEN, Black, Finepoint, 0.5mm, 50pcs/box 22 box
- 2 CORRECTION TAPE, 8m 10 piece
- 3 GEL PEN, 0.5mm, Black, 12pcs/box 10 box
- 4 GEL PEN, 0.5mm, Red, 12pcs/box 5 box
- 5 GEL PEN, 0.5mm, Blue, 12pcs/box 5 box
- 6 PENCILS, #1, 12pcs/box 5 box
- 7 PENCILS, #2, 12pcs/box 30 box
- 8 PENCIL SHARPENER, manual, single cutter head PENCIL SHARPENER, manual, single cutter head 10 piece
- 9 MARKER, Permanent, Black, 12pcs/box MARKER, Permanent, Black, 12pcs/box 2 box
- 10 MARKER, Whiteboard, broad, black, refillable MARKER, Whiteboard, broad, black, refillable 5 piece
- 11 MARKER, Whiteboard, Blue, refillable MARKER, Whiteboard, Blue, refillable 5 piece
- 12 FOLDER, Clear, Long FOLDER, Clear, Long 20 piece
- 13 FOLDER, White, Long FOLDER, White, Long 30 piece
- 14 FOLDER, Expanded, Long FOLDER, Expanded, Long 10 piece
- 15 ENVELOPE, Brown, Long ENVELOPE, Brown, Long 20 piece
- 16 ENVELOPE, Expanding, Legal size ENVELOPE, Expanding, Legal size 20 piece
- 17 CLEARBOOK, 20 Transparent Pockets, Legal CLEARBOOK, 20 Transparent Pockets, Legal 10 piece
- 18 YELLOW PAD, 80 leaves/pad 70 pad
- 19 CARTOLINA, Assorted colors, 20pcs per pack CARTOLINA, Assorted colors, 20pcs per pack 5 pack
- 20 BOND PAPER, A4 size, 70gsm, 5reams/box 3 box
- 21 PHOTO PAPER, A4 Glossy White 135 GSM 100PCS/PACK PHOTO PAPER, A4 Glossy White 135 GSM 100PCS/PACK 5 pack
- 22 STICKER PAPER, A4, High gloss white, 10pcs/pack STICKER PAPER, A4, High gloss white, 10pcs/pack 20 pack
- 23 BINDER CLIPS, 41mm BINDER CLIPS, 41mm 10 packs
- 24 BINDER CLIP, 2" 51mm, steel coated, black BINDER CLIP, 2" 51mm, steel coated, black 10 packs
- 25 PAPER CLIPS BOOKMARKS, 28mm PAPER CLIPS BOOKMARKS, 28mm 10 packs
- 26 STAPLER, No. 35 with Remover, Black, High Quality STAPLER, No. 35 with Remover, Black, High Quality 2 piece
- 27 STAPLE WIRES, No.35 STAPLE WIRES, No.35 20 pack
- 28 STICKY NOTES, 2x3 STICKY NOTES, 2x3 30 pack
- 29 CERTIFICATE JACKET, A4, Navy Blue CERTIFICATE JACKET, A4, Navy Blue 30 piece
- 30 FASTENER, metal, non-sharp edges, 50 sets per box FASTENER, metal, non-sharp edges, 50 sets per box 10 pack
- 31 VELLUM BOARDS, A4 VELLUM BOARDS, A4 20 pack
- 32 GUNTACKER, ARROW, heavy duty GUNTACKER, ARROW, heavy duty 1 piece
- 33 GUN TACKER WIRES, 8mm GUN TACKER WIRES, 8mm 10 box
- 34 MASKING TAPE, 2"x20meter MASKING TAPE, 2"x20meter 5 roll
- 35 DOUBLE-SIDED TAPE, 1" DOUBLE-SIDED TAPE, 2" 10 tube
- 36 PACKAGING TAPE, 60Mmx30M, clear PACKAGING TAPE, 60Mmx30M, clear 10 piece
- 37 SCOTCH TAPE SCOTCH TAPE 10 piece
- 38 TAPE, Duct Tape, 48mmx10m DUCT TAPE, PVC wrapping, 48mmx10m, silver 5 piece
- 39 GLUE GUN, Big GLUE GUN, Big 2 piece
- 40 GLUE STICK, Big GLUE STICK, Big 50 piece
- 41 SCISSORS, 8 1/2 Y58027M SCISSORS, 8 1/2 Y58027M 5 piece
- 42 CUTTER, Big CUTTER, Big 5 piece
- 43 RULER, plastic, 450 mm RULER, plastic, 450 mm 3 piece
- 44 CHIPBOARD, 11x17 in 40 piece
- 45 PUSH PINS, 6.11x3.14 X 5.11 inches, assorted PUSH PINS, 6.11x3.14 X 5.11 inches, assorted 10 box
- 46 THUMB TACKS, 12x9x3cm THUMB TACKS, 12x9x3cm 10 box

TOTAL

LOT 2 - Consumables for Printer

- 47 INK, for BROTHER PRINTER DCP-T720DW, BT-5000 Color INK, BROTHER BT-5000 Color (CMY) Pack 10 pack (CMY) Pack
- 48 INK, for BROTHER PRINTER DCP-T720DW, BT-60BK, Black, INK, BROTHER BT-60BK, Black, Ink Bottle 12 bottle Ink Bottle

TOTAL

LOT 3 - ICT Supplies

- 49 HDMI, 5 meters, PVC HDMI, Cable, 5 meters, PVC 1 meter
- 50 HDMI SPLITTER, ultra 1x2/1x4 HDMI SPLITTER, ultra 1x2/1x4 1 piece
- 51 EXTENSION CORD SET, 4 gang, 5 meters long w/ universal EXTENSION CORD, 10mtrs, #16 Flat Cord with '4Gang EU/US plug 1 piece outlet and switch
- 52 BATTERY, dry cell, size AA, 2 pcs per blister pack 10 pack
- 53 BATTERY, dry cell, size AAA, 2 pcs per blister pack 10 pack

TOTAL

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

LOT 1 = Php 42,360.00

LOT 2 = Php 15,380.00

LOT 3 = Php 4,842.00

TOTAL ABC = Php 62,582.00

PROCUREMENT OF COMMON-USE SUPPLIES, CONSUMABLES AND ICT SUPPLIES FOR DAILY ADMINISTRATIVE AND OPERATIONAL USE AND FOR THE IMPLEMENTATION OF THE STUDENT MATERIAL SUPPORT PROGRAM OF TALISAY CAMPUS/N.K. NATABIO & R. MENDOZA (C-USG President & Adviser)

PR# 25-1145-1029 10-29-25

INCOME 778-164-25-11 11-06-25

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	LOT 1	Common-use Supplies	1	Lot	42,360.00
2	LOT 2	Consumables for Printer	1	Lot	15,380.00
3	LOT 3	ICT Supplies	1	Lot	4,842.00

**Created by** Rowena De la Vida Prado

**Date Created** 26/11/2025

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- 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>LOT 1 - COMMON-USE SUPPLIES</b>				
1	<b>BALLPEN</b> , Black, Finepoint, 0.5mm, 50pcs/box	22	box		
2	<b>CORRECTION TAPE</b> , 8m	10	piece		
3	<b>GEL PEN</b> , 0.5mm, Black, 12pcs/box	10	box		
4	<b>GEL PEN</b> , 0.5mm, Red, 12pcs/box	5	box		
5	<b>GEL PEN</b> , 0.5mm, Blue, 12pcs/box	5	box		
6	<b>PENCILS</b> , #1, 12pcs/box	5	box		
7	<b>PENCILS</b> , #2, 12pcs/box	30	box		
8	<b>PENCIL SHARPENER</b> , manual, single cutter head	10	piece		
9	<b>MARKER</b> , Permanent, Black, 12pcs/box	2	box		
10	<b>MARKER</b> , Whiteboard, broad, black, refillable	5	piece		
11	<b>MARKER</b> , Whiteboard, Blue, refillable	5	piece		
12	<b>FOLDER</b> , Clear, Long	20	piece		
13	<b>FOLDER</b> , White, Long	30	piece		
14	<b>FOLDER</b> , Expanded, Long	10	piece		
15	<b>ENVELOPE</b> , Brown, Long	20	piece		
16	<b>ENVELOPE</b> , Expanding, Legal size	20	piece		
17	<b>CLEARBOOK</b> , 20 Transparent Pockets, Legal	10	piece		
18	<b>YELLOW PAD</b> , 80 leaves/pad	70	pad		
19	<b>CARTOLINA</b> , Assorted colors, 20pcs per pack	5	pack		
20	<b>BONDPAPER</b> , A4 size, 70gsm, 5reams/box	3	box		
21	<b>PHOTO PAPER</b> , A4 Glossy White 135 GSM 100PCS/PACK	5	pack		
22	<b>STICKER PAPER</b> , A4, High gloss white, 10pcs/pack	20	pack		

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
23	BINDER CLIPS, 41mm	10	packs		
24	BINDER CLIP, 2" 51mm, steel coated, black	10	packs		
25	PAPER CLIPS BOOKMARKS, 28mm	10	packs		
26	STAPLER, No. 35 with Remover, Black, High Quality	2	piece		
27	STAPLE WIRES, No.35	20	pack		
28	STICKY NOTES, 2x3	30	pack		
29	CERTIFICATE JACKET, A4, Navy Blue	30	piece		
30	FASTENER, metal, non-sharp edges, 50 sets per box	10	pack		
31	VELLUM BOARDS, A4	20	pack		
32	GUNTACKER, ARROW, heavy duty	1	piece		
33	GUN TACKER WIRES, 8mm	10	box		
34	MASKING TAPE, 2"x20meter	5	roll		
35	DOUBLE-SIDED TAPE, 1"	10	tube		
36	PACKAGING TAPE, 60Mmx30M, clear	10	piece		
37	SCOTCH TAPE	10	piece		
38	TAPE, Duct Tape, 48mmx10m	5	piece		
39	GLUE GUN, Big	2	piece		
40	GLUE STICK, Big	50	piece		
41	SCISSORS, 8 1/2 Y58027M	5	piece		
42	CUTTER, Big	5	piece		
43	RULER, plastic, 450 mm	3	piece		
44	CHIPBOARD, 11x17 in	40	piece		
45	PUSH PINS, 6.11x3.14 X 5.11 inches, assorted	10	box		

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

Date \_\_\_\_\_ By \_\_\_\_\_

Printed Name/Signature \_\_\_\_\_  
Tel. No./Cellphone No. \_\_\_\_\_  
Date \_\_\_\_\_



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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
46	THUMBTRACKS, 12x9x3cm	10	box		
	<b>TOTAL</b>				
	<b>LOT 2 - Consumables for Printer</b>				
47	INK, for BROTHER PRINTER DCP-T720DW, BT-5000 Color (CMY) Pack	10	pack		
48	INK, for BROTHER PRINTER DCP-T720DW, BTD-60BK, Black, Ink Bottle	12	bottle		
	<b>TOTAL</b>				
	<b>LOT 3 - ICT Supplies</b>				
49	HDMI, Cable, 5 meters, PVC	1	meter		
50	HDMI SPLITTER, ultra 1x2/1x4	1	piece		
51	EXTENSION CORD SET, 4 gang, 5 meters long w/ universal outlet and switch	1	piece		
52	BATTERY, dry cell, size AA, 2 pcs per blister pack	10	pack		
53	BATTERY, dry cell, size AAA, 2 pcs per blister pack	10	pack		
	<b>TOTAL</b>				
	<b>*****Nothing Follows*****</b>				
	LOT 1 = Php 42,360.00				
	LOT 2= Php 15,380.00				
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	<b>TOTAL ABC = Php 62,582.00</b>				
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	PR# 25-1145-1029 10-29-25				
	INCOME 778-164-25-11 11-06-25				

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