



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12812564
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Common-Use Supplies for the 1sr Quarter of Four Campuses
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 26-031	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 Supplies and Devices	Date Published	27/02/2026
Approved Budget for the Contract:	PHP 683,866.08	Last Updated / Time	26/02/2026 16:27 PM
Delivery Period:	15 Day/s	Closing Date / Time	05/03/2026 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: (0920) 583 3046
 bac.sec@chmsu.edu.ph

REQUEST FOR QUOTATION
 PAGE 1 OF 7
 Date: FEBRUARY 25, 2026
 Quotation No.: 26-031

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 Chairman

NOTE:

- ALL ENTRIES MAY BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN
- DELIVERY PERIOD WITHIN 15 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
- 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	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	NO. (Pls. indicate brand offered)				
	ONE(1) LOT				
1	AIR FRESHENER AIR FRESHENER	45	cans		
2	ALCOHOL, Ethyl, 500 mL ALCOHOL, Ethyl, 500 mL	50	bottles		
3	BATTERY, dry cell, size AA BATTERY, dry cell, size AA	80	packs		
4	BATTERY, dry cell, size AAA BATTERY, dry cell, size AAA	80	packs		
5	BINDING RING/COMB, plastic, 32 mm BINDING RING/COMB, plastic, 32 mm	20	bundle		
6	BLADE, for general purpose cutter/utility knife BLADE, for general purpose cutter/utility knife	50	tubes		
7	CLEARBOOK, A4 size CLEARBOOK, A4 size	40	pieces		
8	CLEARBOOK, Legal size CLEARBOOK, Legal size	50	pieces		
9	CLIP, backfold, 19mm CLIP, backfold, 19mm	90	boxes		
10	CLIP, backfold, 25mm CLIP, backfold, 25mm	90	boxes		
11	CLIP, backfold, 32mm CLIP, backfold, 32mm	80	boxes		
12	CLIP, backfold, 50mm CLIP, backfold, 50mm	60	boxes		
13	CORRECTION TAPE CORRECTION TAPE	250	pieces		
14	CUTTER/UTILITY KNIFE, heavy duty CUTTER/UTILITY KNIFE, heavy duty	40	pieces		
15	DATA FILE BOX DATA FILE BOX	60	pieces		
16	DATA FOLDER DATA FOLDER	60	pieces		
17	DATER STAMP, self inking, small, 4mm DATER STAMP, self inking, small, 4mm	30	pieces		
18	ENVELOPE, Expanding, Kraft ENVELOPE, Expanding, Kraft	5	boxes		
19	ENVELOPE, Expanding, Plastic ENVELOPE, Expanding, Plastic	40	pieces		
20	ENVELOPE, Mailing ENVELOPE, Mailing	5	boxes		
21	ENVELOPE, Mailing, with window ENVELOPE, Mailing, with window	5	boxes		
22	ERASER, felt, for blackboard/whiteboard ERASER, felt, for blackboard/whiteboard	75	pieces		
23	ERASER, plastic/rubber ERASER, plastic/rubber	40	pieces		
24	FASTENER, plastic FASTENER, plastic	40	boxes		
25	FILE ORGANIZER, expanding, plastic, legal FILE ORGANIZER, expanding, plastic, legal	25	pieces		
26	FILE TAB DIVIDER, A4 FILE TAB DIVIDER, A4	50	sets		
27	FLASH DRIVE FLASH DRIVE	30	pieces		
28	FOLDER with tab, Legal, cream / white FOLDER with tab, Legal, cream / white	30	packs		
29	VELLUM BOARD, A4 size, 180 gsm, 20 sheets/pack VELLUM BOARD, A4 size, 180 gsm, 20 sheets/pack	122	packs		
30	FOLDER, pressboard, green FOLDER, pressboard, green	20	boxes		
31	GLUE, all-purpose GLUE, all-purpose	40	bottle		
32	INDEX TAB INDEX TAB	50	boxes		
33	INK CARTRIDGE, EPSON C13T664100 (T6641), Black INK CARTRIDGE, EPSON C13T664100 (T6641), Black	70	cart		
34	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	20	cart		
35	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	20	cart		
36	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	20	cart		
37	STAMP PAD INK STAMP PAD INK	25	bottles		
38	MARKER, Flourescent MARKER, Flourescent	30	sets		
39	MARKER, Whiteboard, Black MARKER, Whiteboard, Black	150	pieces		
40	NOTEPAD, stick-on, 50mm x 76mm NOTEPAD, stick-on, 50mm x 76mm	80	pads		
41	NOTEPAD, stick-on, 76mm x 100mm NOTEPAD, stick-on, 76mm x 100mm	80	pads		
42	NOTEPAD, stick-on, 76mm x 76mm	80	pads		
43	PAD PAPER, ruled	30	pads		
44	PAPER CLIP, vinly/plastic coated, 33mm PAPER CLIP, vinly/plastic coated, 33mm	80	boxes		
45	PAPER CLIP, vinly/plastic coated, jumbo, 50mm PAPER CLIP, vinly/plastic coated, jumbo, 50mm	80	boxes		
46	PAPER, parchment PAPER, parchment	20	boxes		
47	PENCIL SHARPENER, table top PENCIL SHARPENER, table top	40	pieces		
48	PENCIL, lead/graphite, with eraser PENCIL, lead/graphite, with eraser	50	boxes		
49	PHILIPPINE NATIONAL FLAG PHILIPPINE NATIONAL FLAG	2	pieces		
50	PUNCHER, paper, heavy duty PUNCHER, paper, heavy duty	35	pieces		
51	RECORD BOOK, 300 PAGES RECORD BOOK, 300 PAGES	50	pieces		
52	RECORD BOOK, 500 PAGES RECORD BOOK, 500 PAGES	75	pieces		
53	RIBBON CARTRIDGE, EPSON C13S015632, Black RIBBON CARTRIDGE, EPSON C13S015632, Black	10	carts		
54	RUBBER BAND No. 18, flat RUBBER BAND No. 18, flat	25	boxes		
55	RULER, plastic, 450mm RULER, plastic, 450mm	30	pieces		
56	SCISSORS, symmetrical/asymmetrical SCISSORS, symmetrical/asymmetrical	80	pairs		
57	STAMP PAD, felt STAMP PAD, felt	40	pieces		
58	STAPLE REMOVER, plier-type STAPLE REMOVER, plier-type	50	pieces		
59	STAPLER, heavy duty (binder) STAPLER, heavy duty (binder)	10	units		
60	STAPLER, standard type STAPLER, standard type	45	pieces		
61	STENO NOTEBOOK STENO NOTEBOOK	25	pieces		
62	TAPE DISPENSER, table top TAPE DISPENSER, table top	35	pieces		
63	TAPE, masking, 48 mm TAPE, masking, 48 mm	60	rolls		
64	TAPE, transparent, 24mm TAPE, transparent, 24mm	300	rolls		
65	TWINE, plastic TWINE, plastic	10	rolls		
66	ACETATE PVC BINDING COVER A4 (clear) 100pcs/pack ACETATE PVC BINDING COVER A4 (clear) 100pcs/pack	2	packs		
67	BALLPEN, black, fine point BALLPEN, black, fine point	20	boxes		
68	BALLPEN, blue, fine point BALLPEN, blue, fine point	20	boxes		
69	INK, for Brother, Black SP-DYE-BR-BT60-Bk Brother Ink - Black SP-DYE-BR-BT60-Bk	25	bottles		
70	INK, for Brother, Cyan SP-DYE-BR-BT5000-C" Brother Ink - Cyan SP-DYE-BR-BT5000-C"	15	bottles		

- 71 "INK, for Brother, Magenta SP-DYE-BR-BT5000-M" "Brother Ink - Magenta SP-DYE-BR-BT5000-M" 15 bottles
 72 INK, for Brother, Yellow SP-DYE-BR-BT5000-Y Brother Ink - Yellow SP-DYE-BR-BT5000-Y 15 bottles
 73 "CERTIFICATE FRAME, A4, glass, black " "CERTIFICATE FRAME, A4, glass, black " 25 pieces
 74 "CERTIFICATE FRAME, Legal, glass, black " "CERTIFICATE FRAME, Legal, glass, black " 20 pieces
 75 CERTIFICATE JACKET, A4, Dark blue/Black CERTIFICATE JACKET, A4, Dark blue/Black 50 pieces
 76 CERTIFICATE JACKET, Long size, Dark blue/Black CERTIFICATE JACKET, Long size, Dark blue/Black 25 pieces
 77 COMPOSITION, NOTEBOOK COMPOSITION, NOTEBOOK 19 pieces
 78 CONSTRUCTION PAPER, Assorted, A4 CONSTRUCTION PAPER, Assorted, A4 5 packs
 79 CORK BOARD, 24" X 36" CORK BOARD, 24" X 36" 4 pieces
 80 DIPLOMA HOLDER, A4 (50pcs) Maroon Diploma Holder A4 (50pcs) Maroon 2 boxes
 81 TAPE, DOUBLE-SIDED, 21mm x 10m (3/4 inch) DOUBLE SIDED TAPE, 21mm x 10m (3/4 Inch) 8 rolls
 82 TAPE, DOUBLE-SIDED, 1" DOUBLE SIDED TAPE 1" 30 rolls
 83 TAPE, DOUBLE-SIDED, 2" DOUBLE-SIDED TAPE, 2" 12 rolls
 84 CLEAR BOOK, extra plastic sheet, Clear Book, A4 Extra Plastic Sheet (Clear Book) A4 2 packs
 85 CLEAR BOOK, extra plastic sheet, legal size Extra Plastic Sheet (Clear Book) legal size 2 packs
 86 FASTENER, 8.5", 70mm, vinyl coated, 50s per box FASTENER, 8.5", 70mm, vinyl coated, 50s per box 7 boxes
 87 GLUE GUN, small GLUE GUN, small 2 pieces
 88 GLUE, all purpose GLUE, all purpose 10 liters
 89 GLUE STICK, small, 7mm GLUE STICK, small, 7mm, 120 pieces
 90 GLUE STICK, standard size, 11mm GLUE STICK, standard size, 11mm 30 pieces
 91 ILLUSTRATION BOARD, 1/2 ILLUSTRATION BOARD, 1/2 8 pieces
 92 ILLUSTRATION BOARD, 1/4 6 pieces
 93 INK, REFILL, GENUINE, EPSON BLACK, 001 50 bottles
 94 INK, REFILL, GENUINE, EPSON BLACK, 003 100 bottles
 95 INK, REFILL, GENUINE, EPSON BLACK, 008 4 bottles
 96 INK, REFILL, GENUINE, EPSON CYAN, 001 40 bottles
 97 INK, REFILL, GENUINE, EPSON CYAN, 003 80 bottles
 98 INK, REFILL, GENUINE, EPSON CYAN, 008 4 bottles
 99 INK, REFILL, GENUINE, EPSON MAGENTA, 001 40 bottles
 100 INK, REFILL, GENUINE, EPSON MAGENTA, 003 INK REFILL, GENUINE, EPSON MAGENTA, 003 80 bottles
 101 INK, REFILL, GENUINE, EPSON MAGENTA, 008 INK REFILL, GENUINE, EPSON MAGENTA, 008 4 bottles
 102 INK, REFILL, GENUINE, EPSON YELLOW, 001 INK REFILL, GENUINE, EPSON YELLOW, 001 40 bottles
 103 INK, REFILL, GENUINE, EPSON YELLOW, 003 INK REFILL, GENUINE, EPSON YELLOW, 003 80 bottles
 104 INK, REFILL, GENUINE, EPSON YELLOW, 008 INK REFILL, GENUINE, EPSON YELLOW, 008 4 bottles
 105 TONER CARTRIDGE, HP CF256A 56A (MFP M436nda), Black TONER CARTRIDGE, HP CF256A 56A (MFP M436nda), Black 2 carts
 106 INK, Refill, White Board Marker, black INK Refill, White Board Marker, black 5 bottles
 107 INK, Refill, for self inking stamp, water based, Ink Refill, for self inking stamp, water based, 10 bottles
 108 TONER CARTRIDGE, HP CF500A, 202A, Black TONER CARTRIDGE, HP CF500A, 202A, Black 2 carts
 109 TONER LASERJET MFP M436 TONER LASERJET MFP M436 2 carts
 110 TONER, for HP, Laser Jet CF256A TONER, for HP, Laser Jet CF256A 3 carts
 111 BINDING COVER BOARD , Morocco, A4 Morocco Board Binding Cover A4 10 packs
 112 PAGE MARKER, SIGN HERE PAGE MARKER, SIGN HERE 10 packs
 113 PAPER, BOARD, specialty, 200 gsm, A4, pale cream PAPER, BOARD, specialty, 200 gsm, A4, pale cream 20 packs
 114 PAPER, BOARD, specialty, 200 gsm, legal, pale cream PAPER, BOARD, specialty, 200 gsm, legal, pale cream 20 packs
 115 PAPER, bond, colored, blue, 70-80 GSM, 8 1/2 x 13, 500 SHEETS PAPER, bond, colored, blue, 70-80 GSM, 8 1/2 x 13, 500 SHEETS 18 reams
 116 PAPER, bond, colored, green, 70-80 GSM, 8 1/2 x 13, 500 SHEETS PAPER, bond, colored, green, 70-80 GSM, 8 1/2 x 13, 500 SHEETS 15 reams
 117 PAPER, bond, colored, yellow, 70-80 GSM, 8 1/2 x 13, 500 SHEETS PAPER, bond, colored, yellow, 70-80 GSM, 8 1/2 x 13, 500 SHEETS 18 reams
 118 PAPER, bond, colored, light green, 70-80 GSM, 8 1/2 x 13, 500 SHEETS PAPER, bond, colored, light green, 70-80 GSM, 8 1/2 x 13, 500 SHEETS 9 reams
 119 PAPER, bond, colored, yellow, 70-80 GSM, 8 1/2 x 13, 500 SHEETS PAPER, bond, colored, yellow, 70-80 GSM, 8 1/2 x 13, 500 SHEETS 7 reams
 120 PAPER, colored, legal, 8.5" x 13", 80 gsm, assorted, 250 pcs/ream PAPER, colored, legal, 8.5" x 13", 80 gsm, assorted, 250 pcs/ream 2 reams
 121 PAPER, colored, legal, 8.5" x 13", 80 gsm, blue, 250 pcs/ream PAPER, colored, legal, 8.5" x 13", 80 gsm, blue, 250 pcs/ream 2 reams
 122 PAPER, colored, legal, 8.5" x 13", 80 gsm, pink, 250 pcs/ream 3 reams
 123 PAPER, colored, legal, 8.5" x 13", 80 gsm, purple, 250 pcs/ream 1 ream
 124 PAPER, colored, legal, 8.5"x13", 90 gsm, green, 250/ream (for PAPER, colored, legal, 8.5"x13", 90 gsm, green, 250/ream (for enrolment form) 25 reams enrolment form)
 125 PAPER, colored, legal, 8.5"x13", 90 gsm, pale cream, 10pcs/pack (for TOR PAPER, colored, legal, 8.5"x13", 90 gsm, pale cream, 10pcs/pack (for TOR & CAV) 100 packs & CAV)
 126 PAPER, multicopy, letter, substance 20 PAPER, multicopy, letter, substance 20 11 reams
 127 PAPER, SPECIALTY, 90 gsm, A4, Pale cream PAPER, SPECIALTY, 90 gsm, A4, Pale cream 42 packs
 128 PAPER, specialty, 180gsm, A4 size, 10 sheets, white PAPER, specialty, 180gsm, A4 size, 10 sheets, white 8 packs
 129 PAPER, specialty, 180gsm, legal, 10 sheets, white PAPER, specialty, 180gsm, legal, 10 sheets, white 10 packs
 130 PAPER, specialty, 200gsm (100pcs) A4 white PAPER, specialty, 200gsm (100pcs) A4 white 5 reams
 131 PAPER, specialty, 200gsm, A4 (10sheets/pack) Pale Cream PAPER, specialty, 200gsm, A4 (10sheets/pack) Pale Cream 20 packs
 132 PAPER, SPECIALTY, 200gsm, legal, Pale cream PAPER, SPECIALTY, 200gsm, legal, Pale cream 17 packs
 133 PAPER, specialty, A4, 200GSM, Cream, 10's/pack PAPER, specialty, A4, 200GSM, Cream, 10's/pack 10 packs
 134 PAPER, specialty, A4, 200gsm, Ivory, 10's/pack PAPER, specialty, A4, 200gsm, Ivory, 10's/pack 10 packs
 135 PAPER, specialty, board type, 8-1/2" x 13, long, 10 sheets/pack, 200 gsm, PAPER, specialty, board type, 8-1/2" x 13, long, 10 sheets/pack, 200 gsm, pale cream 20 packs

- pale cream
- 136 PAPER, specialty, board type, 8-1/2" x 13, long, 10 sheets/pack, 220gsm, PAPER, specialty, board type, 8-1/2" x 13, long, 10 sheets/pack, 220gsm, white 30 packs
- white
- 137 PAPER, specialty, board type, 8-1/2"x 11.7",A4, 10 sheets, 180gsm, cream PAPER, specialty, board type, 8-1/2"x 11.7",A4, 10 sheets, 180gsm, cream 25 packs
- 138 PAPER, specialty, 200gsm, legal, pale Cream PAPER, specialty, 200gsm, legal, pale Cream 30 packs
- 139 PAPER, Sticker, A4, High gloss white, pack of 10 Paper, Sticker, A4, High gloss white, pack of 10 33 packs
- 140 PHOTO PAPER, GLOSSY, A4 (210X297mm), 20 sheets, 200 gsm PHOTO PAPER, GLOSSY, A4 (210X297mm), 20 sheets, 200 gsm 40 packs
- 141 PLASTIC COVER Plastic cover 6 rolls
- 142 PLASTIC COVER, 50 Meters, thickness 0.065mm (No. 2.6), width 1.2 M Plastic cover, 50 Meters, thickness 0.065mm (No. 2.6), width 1.2 M 8 rolls
- 143 FOLDER, Plastic, Blue legal, 50 pieces per bundle, thick Plastic Folder, Blue legal, 50 pieces per bundle, thick 4 bundle
- 144 FOLDER, Plastic, Yellow legal, 50 pieces per bundle, thick Plastic Folder, Yellow legal, 50 pieces per bundle, thick 4 bundle
- 145 PUSH PIN, 100s, Assorted Color PUSH PIN, 100s, Assorted Color 8 boxes
- 146 RIBBON CARTRIDGE, EPSON LQ-310 (S015639/S015634) RIBBON CARTRIDGE, EPSON LQ-310 (S015639/S015634) 6 carts
- 147 RIBBON CARTRIDGE, EPSON LX-310 (S015632) RIBBON CARTRIDGE, EPSON LX-310 (S015632) 8 carts
- 148 RING BINDER, 12mm RING BINDER, 12mm 2 packs
- 150 RING BINDER, 20mm RING BINDER, 20mm 2 packs
- 151 RING BINDER, 25mm RING BINDER, 25mm 1 pack
- 152 RING BINDER, 38mm RING BINDER, 38mm 1 pack
- 153 RING BINDER, 8mm RING BINDER, 8mm 1 pack
- 154 SIGNPEN, Gel type, purple, fine tip SIGNPEN, Gel type, purple, fine tip 45 pcs
- 155 STAPLE CARTRIDGE, No. 70FE STAPLE CARTRIDGE, No. 70FE 2 carts
- 156 STICKER PAPER, Long, Matte White ,10pcs/pack STICKER PAPER, Long, Matte White ,10pcs/pack 20 packs
- 157 STICKER PAPER, matte, A4 Size STICKER PAPER, matte, A4 Size 7 packs
- 158 THUMB TACKS THUMB TACKS 3 boxes
- 159 TONER CARTRIDGE CANON -303 TONER CARTRIDGE CANON -303 2 carts

TOTAL
 *****Nothing Follows*****

TOTAL ABC = Php 683,866.08
 PROCUREMENT OF COMMON-USE SUPPLIES FOR THE 1ST QUARTER-FOUR CAMPUSES/L. GUILARAN (AO V/Supply Officer III)
 PR# 26-076-0218 02-18-26
 MDS 039-101-26-02 02-19-26

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Common-Use Supplies for the 1sr Quarter at Four Campuses	1	Lot	683,866.08

Created by Rowena De la Vida Prado
Date Created 26/02/2026

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REQUEST FOR QUOTATION

PAGE 1 OF 7

Date: FEBRUARY 25, 2026

Quotation No.: 26-031

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 Chairman

NOTE:

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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	ONE(1) LOT				
1	AIR FRESHENER	45	cans		
2	ALCOHOL , Ethyl, 500 mL	50	bottles		
3	BATTERY , dry cell, size AA	80	packs		
4	BATTERY , dry cell, size AAA	80	packs		
5	BINDING RING/COMB , plastic, 32 mm	20	bundle		
6	BLADE , for general purpose cutter/utility knife	50	tubes		
7	CLEARBOOK , A4 size	40	pieces		
8	CLEARBOOK , Legal size	50	pieces		
9	CLIP , backfold, 19mm	90	boxes		
10	CLIP , backfold, 25mm	90	boxes		
11	CLIP , backfold, 32mm	80	boxes		
12	CLIP , backfold, 50mm	60	boxes		
13	CORRECTION TAPE	250	pieces		
14	CUTTER/UTILITY KNIFE , heavy duty	40	pieces		
15	DATA FILE BOX	60	pieces		
16	DATA FOLDER	60	pieces		
17	DATER STAMP , self inking, small, 4mm	30	pieces		
18	ENVELOPE , Expanding, Kraft	5	boxes		
19	ENVELOPE , Expanding, Plastic	40	pieces		
20	ENVELOPE , Mailing	5	boxes		
21	ENVELOPE , Mailing, with window	5	boxes		
22	ERASER , felt, for blackboard/whiteboard	75	pieces		
23	ERASER , plastic/rubber	40	pieces		
24	FASTENER , plastic	40	boxes		

Date

By

Printed Name/Signature

Released (BAC)

Returned (Supplier)

Tel. No./Cellphone No.

Date



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Talisay City, Negros Occidental
Mobile Phone Number: (0920) 583 3046
bac.sec@chmsu.edu.ph

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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
25	FILE ORGANIZER , expanding, plastic, legal	25	pieces		
26	FILE TAB DIVIDER , A4	50	sets		
27	FLASH DRIVE	30	pieces		
28	FOLDER with tab , Legal, cream / white	30	packs		
29	VELLUM BOARD , A4 size, 180 gsm, 20 sheets/pack	122	packs		
30	FOLDER , pressboard, green	20	boxes		
31	GLUE , all-purpose	40	bottle		
32	INDEX TAB	50	boxes		
33	INK CARTRIDGE , EPSON C13T664100 (T6641), Black	70	cart		
34	INK CARTRIDGE , EPSON C13T664200 (T6642), Cyan	20	cart		
35	INK CARTRIDGE , EPSON C13T664300 (T6643), Magenta	20	cart		
36	INK CARTRIDGE , EPSON C13T664400 (T6644), Yellow	20	cart		
37	STAMP PAD INK	25	bottles		
38	MARKER , Fluorescent	30	sets		
39	MARKER , Whiteboard, Black	150	pieces		
40	NOTEPAD , stick-on, 50mm x 76mm	80	pads		
41	NOTEPAD , stick-on, 76mm x 100mm	80	pads		
42	NOTEPAD , stick-on, 76mm x 76mm	80	pads		
43	PAD PAPER , ruled	30	pads		
44	PAPER CLIP , vinly/plastic coated, 33mm	80	boxes		
45	PAPER CLIP , vinly/plastic coated, jumbo, 50mm	80	boxes		
46	PAPER , parchment	20	boxes		
47	PENCIL SHARPENER , table top	40	pieces		
48	PENCIL , lead/graphite, with eraser	50	boxes		
49	PHILIPPINE NATIONAL FLAG	2	pieces		

Date

By

Released (BAC) _____
Returned (Supplier) _____

Printed Name/Signature

Tel. No./Cellphone No.

Date



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PAGE 3 OF 7

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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
50	PUNCHER , paper, heavy duty	35	pieces		
51	RECORD BOOK , 300 PAGES	50	pieces		
52	RECORD BOOK , 500 PAGES	75	pieces		
53	RIBBON CARTRIDGE , EPSON C13S015632, Black	10	carts		
54	RUBBER BAND No. 18, flat	25	boxes		
55	RULER , plastic, 450mm	30	pieces		
56	SCISSORS , symmetrical/asymmetrical	80	pairs		
57	STAMP PAD , felt	40	pieces		
58	STAPLE REMOVER , plier-type	50	pieces		
59	STAPLER , heavy duty (binder)	10	units		
60	STAPLER , standard type	45	pieces		
61	STENO NOTEBOOK	25	pieces		
62	TAPE DISPENSER , table top	35	pieces		
63	TAPE , masking, 48 mm	60	rolls		
64	TAPE , transparent, 24mm	300	rolls		
65	TWINE , plastic	10	rolls		
66	ACETATE PVC BINDING COVER A4 (clear) 100pcs/pack	2	packs		
67	BALLPEN , black, fine point	20	boxes		
68	BALLPEN , blue, fine point	20	boxes		
69	INK, for Brother , Black SP-DYE-BR-BT60-Bk	25	bottles		
70	INK, for Brother , Cyan SP-DYE-BR-BT5000-C	15	bottles		
71	INK, for Brother , Magenta SP-DYE-BR-BT5000-M	15	bottles		
72	INK, for Brother , Yellow SP-DYE-BR-BT5000-Y	15	bottles		
73	CERTIFICATE FRAME , A4, glass, black	25	pieces		
74	CERTIFICATE FRAME , Legal, glass, black	20	pieces		

Date

By

Released (BAC) _____
Returned (Supplier) _____

Printed Name/Signature

Tel. No./Cellphone No.

Date



REQUEST FOR QUOTATION

PAGE 4 OF 7

Date: FEBRUARY 25, 2026

Quotation No.: 26-031

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 Chairman

NOTE:

1. ALL ENTRIES MAY BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN
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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
75	CERTIFICATE JACKET , A4, Dark blue/Black	50	pieces		
76	CERTIFICATE JACKET , Long size, Dark blue/Black	25	pieces		
77	COMPOSITION , NOTEBOOK	19	pieces		
78	CONSTRUCTION PAPER , Assorted, A4	5	packs		
79	CORK BOARD , 24" X 36"	4	pieces		
80	DIPLOMA HOLDER , A4 (50pcs) Maroon	2	boxes		
81	TAPE , DOUBLE-SIDED ,21mm x 10m (3/4 inch)	8	rolls		
82	TAPE , DOUBLE-SIDED, 1"	30	rolls		
83	TAPE , DOUBLE-SIDED, 2"	12	rolls		
84	CLEAR BOOK , extra plastic sheet, Clear Book, A4	2	packs		
85	CLEAR BOOK , extra plastic sheet, legal size	2	packs		
86	FASTENER , 8.5", 70mm, vinyl coated, 50s per box	7	boxes		
87	GLUE GUN , small	2	pieces		
88	GLUE , all purpose	10	liters		
89	GLUE STICK , small, 7mm	120	pieces		
90	GLUE STICK , standard size, 11mm	30	pieces		
91	ILLUSTRATION BOARD , 1/2	8	pieces		
92	ILLUSTRATION BOARD , 1/4	6	pieces		
93	INK , REFILL, GENUINE, EPSON BLACK, 001	50	bottles		
94	INK , REFILL, GENUINE, EPSON BLACK, 003	100	bottles		
95	INK , REFILL, GENUINE, EPSON BLACK, 008	4	bottles		
96	INK , REFILL, GENUINE, EPSON CYAN, 001	40	bottles		
97	INK , REFILL, GENUINE, EPSON CYAN, 003	80	bottles		
98	INK , REFILL, GENUINE, EPSON CYAN, 008	4	bottles		
99	INK , REFILL, GENUINE, EPSON MAGENTA, 001	40	bottles		

Date

By

Printed Name/Signature

Released (BAC)

Returned (Supplier)

Tel. No./Cellphone No.

Date



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Talisay City, Negros Occidental
Mobile Phone Number: (0920) 583 3046
bac.sec@chmsu.edu.ph

REQUEST FOR QUOTATION

PAGE 5 OF 7

Date: FEBRUARY 25, 2026
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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
100	INK , REFILL, GENUINE, EPSON MAGENTA, 003	80	bottles		
101	INK , REFILL, GENUINE, EPSON MAGENTA, 008	4	bottles		
102	INK , REFILL, GENUINE, EPSON YELLOW, 001	40	bottles		
103	INK , REFILL, GENUINE, EPSON YELLOW, 003	80	bottles		
104	INK , REFILL, GENUINE, EPSON YELLOW, 008	4	bottles		
105	TONER CARTRIDGE , HP CF256A 56A (MFP M436nda), Black	2	carts		
106	INK , Refill, White Board Marker, black	5	bottles		
107	INK , Refill, for self inking stamp, water based,	10	bottles		
108	TONER CARTRIDGE , HP CF500A, 202A, Black	2	carts		
109	TONER LASERJET MFP M436	2	carts		
110	TONER , for HP, Laser Jet CF256A	3	carts		
111	BINDING COVER BOARD , Morocco, A4	10	packs		
112	PAGE MARKER , SIGN HERE	10	packs		
113	PAPER , BOARD, specialty, 200 gsm, A4, pale cream	20	packs		
114	PAPER , BOARD, specialty, 200 gsm, legal, pale cream	20	packs		
115	PAPER , bond, colored, blue, 70-80 GSM, 8 1/2 x 13, 500 SHEETS	18	reams		
116	PAPER , bond, colored, green, 70-80 GSM, 8 1/2 x 13, 500 SHEETS	15	reams		
117	PAPER , bond, colored, yellow, 70-80 GSM, 8 1/2 x 13, 500 SHEETS	18	reams		
118	PAPER , bond, colored, light green, 70-80 GSM, 8 1/2 x 13, 500 SHEETS	9	reams		
119	PAPER , bond, colored, yellow, 70-80 GSM, 8 1/2 x 13, 500 SHEETS	7	reams		
120	PAPER , colored, legal, 8.5" x 13", 80 gsm, assorted, 250 pcs/ream	2	reams		
121	PAPER , colored, legal, 8.5" x 13", 80 gsm, blue, 250 pcs/ream	2	reams		
122	PAPER , colored, legal, 8.5" x 13", 80 gsm, pink, 250 pcs/ream	3	reams		
123	PAPER , colored, legal, 8.5" x 13", 80 gsm, purple, 250 pcs/ream	1	ream		
124	PAPER , colored, legal, 8.5"x13", 90 gsm, green, 250/ream (for	25	reams		

Date

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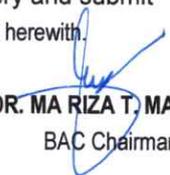


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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	enrolment form)				
125	PAPER , colored, legal, 8.5"x13", 90 gsm, pale cream, 10pcs/pack (for TOR & CAV)	100	packs		
126	PAPER , multicopy, letter, substance 20	11	reams		
127	PAPER , SPECIALTY, 90 gsm, A4, Pale cream	42	packs		
128	PAPER , specialty, 180gsm, A4 size, 10 sheets, white	8	packs		
129	PAPER , specialty, 180gsm, legal, 10 sheets, white	10	packs		
130	PAPER , specialty, 200gsm (100pcs) A4 white	5	reams		
131	PAPER , specialty, 200gsm, A4 (10sheets/pack) Pale Cream	20	packs		
132	PAPER , SPECIALTY, 200gsm, legal, Pale cream	17	packs		
133	PAPER , specialty, A4, 200GSM, Cream, 10's/pack	10	packs		
134	PAPER , specialty, A4, 200gsm, Ivory, 10's/pack	10	packs		
135	PAPER , specialty, board type, 8-1/2" x 13, long, 10 sheets/pack, 200 gsm, pale cream	20	packs		
136	PAPER , specialty, board type, 8-1/2" x 13, long, 10 sheets/pack, 220gsm, white	30	packs		
137	PAPER , specialty, board type, 8-1/2"x 11.7",A4, 10 sheets, 180gsm, cream	25	packs		
138	PAPER , specialty, 200gsm, legal, pale Cream	30	packs		
139	PAPER , Sticker, A4, High gloss white, pack of 10	33	packs		
140	PHOTO PAPER , GLOSSY, A4 (210X297mm), 20 sheets, 200 gsm	40	packs		
141	PLASTIC COVER	6	rolls		
142	PLASTIC COVER , 50 Meters, thickness 0.065mm (No. 2.6), width 1.2 M	8	rolls		
143	FOLDER , Plastic, Blue legal, 50 pieces per bundle, thick	4	bundle		
144	FOLDER , Plastic, Yellow legal, 50 pieces per bundle, thick	4	bundle		
145	PUSH PIN , 100s, Assorted Color	8	boxes		

Date

By

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Republic of the Philippines
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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
146	RIBBON CARTRIDGE, EPSON LQ-310 (S015639/S015634)	6	carts		
147	RIBBON CARTRIDGE, EPSON LX-310 (S015632)	8	carts		
148	RING BINDER, 12mm	2	packs		
150	RING BINDER, 20mm	2	packs		
151	RING BINDER, 25mm	1	pack		
152	RING BINDER, 38mm	1	pack		
153	RING BINDER, 8mm	1	pack		
154	SIGNPEN, Gel type, purple, fine tip	45	pcs		
155	STAPLE CARTRIDGE, No. 70FE	2	carts		
156	STICKER PAPER, Long, Matte White ,10pcs/pack	20	packs		
157	STICKER PAPER, matte, A4 Size	7	packs		
158	THUMBTACKS	3	boxes		
159	TONER CARTRIDGE CANON -303	2	carts		
	TOTAL				
	*****Nothing Follows*****				
	TOTAL ABC = Php 683,866.08				
	PROCUREMENT OF COMMON-USE SUPPLIES FOR THE 1ST QUARTER-FOUR CAMPUSES/L. GUILARAN (AO V/Supply Officer III)				
	PR#	26-076-0218	02-18-26		
	MDS	039-101-26-02	02-19-26		

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