



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12998022  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE UNIVERSITY  
**Title** Procurement of Common-use Supplies for the 2nd Quarter of 2026- Four (4) Campuses  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b> RFQ 26-173 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Office Supplies and Devices <b>Approved Budget for the Contract:</b> PHP 803,914.16 <b>Delivery Period:</b> 30 Day/s <b>Client Agency:</b>	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	20/05/2026
	<b>Last Updated / Time</b>	19/05/2026 12:18 PM
	<b>Closing Date / Time</b>	27/05/2026 17:00 PM
	<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	

#### Description

Republic of the Philippines  
 CARLOS HILADO MEMORIAL STATE UNIVERSITY  
 Talisay City, Negros Occidental  
 Cell Phone #: 09205833046  
 bac.sec@chmsu.edu.ph

REQUEST FOR QUOTATION  
 PAGE 1 OF 4  
 Date: MAY 14, 2026  
 Quotation No. 26-173

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 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
- PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
- 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
ONE (1) LOT					
1	AIR FRESHENER, aerosol type, 280ml /150g min	45	can		
2	BATTERY, dry cell, size AA, 2pcs per pack	240	pack		
3	BATTERY, dry cell, size AAA, 2pcs per pack	240	pack		
4	CLEARBOOK, A4 size	60	pieces		
5	CLEARBOOK, Legal size	150	piece		
6	DATA FILE BOX	100	piece		
7	DATER STAMP, self-inking, small, 4mm	20	piece		
8	ENVELOPES, Expanding, Kraft, legal	15	box		
9	ENVELOPES, Expanding, Plastic, legal	100	piece		
10	ENVELOPE, Mailing, 10-XX non window, 80gsm, 500pcs/box	7	box		
11	ERASERS, felt, for blackboard/whiteboard	100	piece		
12	FASTENER, plastic, 7cm	100	box		
13	FLASH DRIVE, 64gb capacity	50	piece		
14	FOLDER, L-type, Legal	45	pack		
15	FOLDER, pressboard, green, legal	30	box		
16	GLUE, all-purpose	30	litter		
17	INDEX TAB	50	box		
18	INK CARTRIDGE, GENUINE, EPSON C13T664100 (T6641), Black	150	cart		
19	INK CARTRIDGE, GENUINE, EPSON C13T664200 (T6642), Cyan	100	cart		
20	INK CARTRIDGE, GENUINE, EPSON C13T664300 (T6643), Magenta	100	cart		
21	INK CARTRIDGE, GENUINE, EPSON C13T664400 (T6644), Yellow	100	cart		
22	STAMP PAD INK, purple color, 30ml	45	bottle		
23	CALCULATOR, Compact, electronic, 12 digits cap	30	unit		
24	MARKER, Fluorescent, 3 assorted colors per set	40	set		
25	NOTEPAD, stick-on, 50mm x 76mm	200	pad		
26	NOTEPAD, stick-on, 76mm x 100mm	180	pad		
27	NOTEPAD, stick-on, 76mm x 76mm	180	pad		
28	PENCIL SHARPENER, tabletop	15	piece		
29	PUNCHER, paper, heavy duty	50	piece		
30	RUBBER BAND No. 18, flat	35	box		
31	RULER, plastic, 12 inches	70	piece		
32	SCISSORS, symmetrical/asymmetrical, 7inches	60	pair		
33	STAMP PAD, felt	50	piece		
34	STAPLE REMOVER, plier-type	50	piece		
35	STAPLE WIRE, heavy duty (binder type), 23/13	30	box		
36	STAPLER, standard type	60	piece		
37	STENO NOTEBOOK, 153mm x 228mm, 60 leaves	29	piece		
38	TAPE DISPENSER, tabletop	40	piece		
39	TAPE, masking, 24mm	161	roll		
40	TAPE, packaging, 48 mm	72	roll		
41	TWINE, plastic	15	roll		
42	ALCOHOL, gallon	10	gal		
43	BALLPEN, black, fine point	30	box		
44	BALLPEN, blue, fine point	12	box		
45	BROTHER INK - Black SP-DYE-BR-BT60-BK, GENUINE	31	bottle		
46	"BROTHER INK - Cyan SP-DYE-BR-BT5000-C, GENUINE"	12	bottle		
47	"BROTHER INK - Magenta SP-DYE-BR-BT5000-M, GENUINE"	12	bottle		
48	BROTHER INK - Yellow SP-DYE-BR-BT5000-Y, GENUINE	12	bottle		
49	"CERTIFICATE FRAME, A4, glass, black "	35	pc		
50	CERTIFICATE JACKET, A4, Dark blue/Black	100	pc		
51	CERTIFICATE JACKET, Long size, Dark blue/Black	50	pc		
52	INK REFILL, GENUINE, EPSON BLACK, 001	70	bottle		
53	INK REFILL, GENUINE, EPSON BLACK, 003	132	bottle		
54	INK REFILL, GENUINE, EPSON BLACK, 008	12	bottle		
55	INK REFILL, GENUINE, EPSON CYAN, 001	70	bottle		
56	INK REFILL, GENUINE, EPSON CYAN, 003	90	bottle		
57	INK REFILL, GENUINE, EPSON CYAN, 008	12	bottle		
58	INK REFILL, GENUINE, EPSON MAGENTA, 001	70	bottle		
59	INK REFILL, GENUINE, EPSON MAGENTA, 003	90	bottle		
60	INK REFILL, GENUINE, EPSON MAGENTA, 008	12	bottle		
61	INK REFILL, GENUINE, EPSON YELLOW, 001	70	bottle		
62	INK REFILL, GENUINE, EPSON YELLOW, 003	90	bottle		
63	INK REFILL, GENUINE, EPSON YELLOW, 008	12	bottle		
64	INK REFILL, Permanent Marker, black	10	bottle		
65	LAMINATING FILM, Long size 222x337mm 125mc, 100 sheets	1	pack		
66	MARKER, permanent, broad, black	2	pc		
67	METAL PEN HOLDER, 4" dia., Square Shape, Black, High Quality	4	pc		
68	PAPER, bond, colored, green, 70-80 GSM, 8 1/2 x 13, 500 SHEETS	5	ream		
69	PAPER, specialty, board type, 8-1/2" x 13, long, 10 sheets/pack, 20 pack	200	gsm, pale cream		
70	PAPER, specialty, board type, 8-1/2"x 11.7", A4, 10 sheets, 29 pack	180	gsm, cream		
71	PHOTO PAPER, GLOSSY, A4 (210X297mm), 20 sheets, 200 gsm	40	pack		
72	VELLUM BOARD, legal size, 180 gsm, 20 sheets/pack	20	pack		
73	CORRECTION TAPE	350	piece		

TOTAL

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

TOTAL ABC = Php 803,914.16

PROCUREMENT OF COMMON-USE SUPPLIES FOR THE 2ND QUARTER OF 2026 - FOUR (4) CAMPUSES/ L. GUILARAN  
(AO V, PSMU)

PR# 26-317-0427 04-27-26

INCOME 138-164-26-04 04-27-26

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Common-use Supplies for the 2nd Quarter of 2026- Four (4) Campuses	1	Lot	803,914.16

**Created by** Rowena De la Vida Prado

**Date Created** 19/05/2026

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22	<b>STAMP PAD INK</b> , purple color, 30ml	45	bottle		

Date

By

Printed Name/Signature

Released (BAC)

Returned (Supplier)

Tel. No./Cellphone No.

Date



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Date

By

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

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No./Cellphone No.

\_\_\_\_\_  
Date



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