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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13200407
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Various Office Equipment and Cleaning Tools for the Library at Talisay Campus
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 26-384	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment		
Approved Budget for the Contract:	PHP 59,947.47	Document Request List	0
Delivery Period:	20 Day/s		
Client Agency:		Date Published	19/08/2026
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	18/08/2026 10:32 AM
		Closing Date / Time	26/08/2026 17:00 PM

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 2
Date: AUGUST 12, 2026
Quotation No. 26-384

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
 2. DELIVERY PERIOD WITHIN 20 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-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)

LOT 1 - OFFICE EQUIPMENT

1 PAPER SHREDDER, 8-Sheets, Cross-cut paper shredding capability 1 unit
Supports up to 8 sheets per operation; Suitable for confidential and office document disposal; Compact and low-noise operation Overheat protection system; Easy waste bin disposal; Suitable for library and administrative office use; Brand must have local warranty support

2 COMB BINDING MACHINE, 24-Hole Heavy Duty, Heavy-duty manual 1 unit
comb binding machine; Heavy-duty all-metal construction; Capable of punching up to twenty (20) sheets of at least 70 gsm paper per operation; Binding capacity of up to four hundred fifty (450) sheets using plastic comb bindings; Supports A4, Legal, F4, and Long-size documents; Twenty-four (24) hole punching system with disengageable punching pins; Adjustable side margin guide and punching depth control; Dual-lever mechanism for separate punching and binding operations; Suitable for binding reports, manuals, journals, theses, office documents, and instructional materials; non-slip base for stable tabletop operation; Easy-to-empty paper chip tray; Durable metal components designed for continuous institutional use; Color: Black or Gray; Brand must have local warranty and after-sales support

TOTAL

LOT 2 - CLEANING TOOLS

3 MAGIC BROOM, Heavy Duty, Silicon Floor Wiper, Heavy-duty 3 unit
silicone floor wiper and cleaning broom; Suitable for wet and dry floor cleaning; Durable silicone cleaning edge; Stainless steel extendable handle; Efficient dust, dirt, and water removal capability; Suitable for tiled and smooth floor surfaces; Lightweight and easy-to-use design; Suitable for institutional and library maintenance operations; Easy cleaning and maintenance

4 VACUUM CLEANER, Wet and Dry, Wet and Dry Vacuum Cleaning 1 unit
Capability; Heavy-duty motor with strong suction performance] Suitable for cleaning dust, paper debris, and liquid spills; Durable stainless steel or industrial-grade plastic tank; Easy mobility with caster wheels; Reusable and washable filter system; Suitable for library, office, and ICT facility maintenance; Brand must have local parts and service support

5 SQUEEGEE WINDOW/GLASS CLEANER, Commercial-grade glass 4 unit
and window cleaning tool; Rubber squeegee blade for streak-free cleaning; Ergonomic handle for prolonged use; Suitable for glass walls, windows, and display panels; Durable and lightweight construction; Easy maintenance and cleaning; Suitable for institutional and office use

6 MOP AND BUCKET KIT, with two Mop Heads, professional 3 unit
Heavy-duty mop bucket with wringer; Industrial-grade mop handle and microfiber mop heads; Durable wheels for easy mobility] Washable and reusable mop heads; Suitable for large floor areas and public facilities; Ideal for library and office maintenance operations; Corrosion-resistant bucket and wringer system; With replacement mop heads available locally

TOTAL

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

LOT 1 = Php 27,845.62

LOT 2 = Php 32,101.85

TOTAL ABC = Php 59,947.47

PROCUREMENT OF EQUIPMENT AND SUPPLIES FOR THE LIBRARY SERVICES - TALISAY CAMPUS / N. ESONA

PR# 26-696-0721 07-21-26

INCOME 380-164-26-07 07-22-26

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Equipment	Paper Shredder, 8-Sheets, Cross-cut paper shredding capability; etc.	1	Lot	27,845.62
2	Cleaning Tools	MAGIC BROOM, Heavy Duty, Silicon Floor Wiper, Heavy-duty, etc.	1	Lot	32,101.85

Created by Rowena De la Vida Prado

Date Created 18/08/2026

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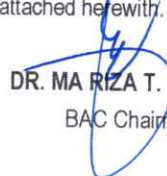


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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
LOT 1 - OFFICE EQUIPMENT					
1	PAPER SHREDDER ,8-Sheets,Cross-cut paper shredding capability Supports up to 8 sheets per operation Suitable for confidential and office document disposal Compact and low-noise operation Overheat protection system Easy waste bin disposal Suitable for library and administrative office use Brand must have local warranty support	1	unit		
2	COMB BINDING MACHINE ,24-Hole Heavy Duty,Heavy-duty manu comb binding machine Heavy-duty all-metal construction Capable of punching up to twenty (20) sheets of atleast 70 gsm paper per operation Binding capacity of up to four hundred fifty (450) sheets using plastic comb bindings Supports A4, Legal, F4, and Long-size documents Twenty-four (24) hole punching system with disengageable punching pins Adjustable side margin guide and punching depth control Dual-lever mechanism for separate punching and binding operations Suitable for binding reports, manuals, journals, theses, office documents, and instructional materials Non-slip base for stable tabletop operation Easy-to-empty paper chip tray Durable metal components designed for continuous institutional use Color: Black or Gray Brand must have local warranty and after-sales support	1	unit		
TOTAL					
LOT 2 - CLEANING TOOLS					
3	MAGIC BROOM , Heavy Duty, Silicon Floor Wiper, Heavy-duty silicone floor wiper and cleaning broom Suitable for wet and dry floor cleaning Durable silicone cleaning edge Stainless steel extendable handle Efficient dust, dirt, and water removal capability Suitable for tiled and smooth floor surfaces Lightweight and easy-to-use design Suitable for institutional and library maintenance operations Easy cleaning and maintenance	3	unit		

Date

By

Released (BAC) _____
Returned (Supplier) _____

Printed Name/Signature

Tel. No./Cellphone No.

Date



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CARLOS HILADO MEMORIAL STATE UNIVERSITY
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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
4	VACUUM CLEANER , Wet and Dry, Wet and Dry Vacuum Cleaning Capability Heavy-duty motor with strong suction performance Suitable for cleaning dust, paper debris, and liquid spills Durable stainless steel or industrial-grade plastic tank Easy mobility with caster wheels Reusable and washable filter system Suitable for library, office, and ICT facility maintenance Brand must have local parts and service support	1	unit		
5	SQUEEGEE WINDOW/GLAS CLEANER , Commercial-grade glass and window cleaning tool Rubber squeegee blade for streak-free cleaning Ergonomic handle for prolonged use Suitable for glass walls, windows, and display panels Durable and lightweight construction Easy maintenance and cleaning Suitable for institutional and office use	4	unit		
6	MOP AND BUCKET KIT, with two Mop Heads , professional Heavy-duty mop bucket with wringer Industrial-grade mop handle and microfiber mop heads Durable wheels for easy mobility Washable and reusable mop heads Suitable for large floor areas and public facilities Ideal for library and office maintenance operations Corrosion-resistant bucket and wringer system With replacement mop heads available locally	3	unit		
	TOTAL				
	***** Nothing Follows *****				
	LOT # 1 = Php 27,845.62				
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