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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13237725
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Various Office Supplies for the Implementation of Raise Phase 2 Program-
Talisay Campus
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 26-457	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 Supplies and Devices		
Approved Budget for the Contract:	PHP 217,893.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	11/09/2026
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	10/09/2026 15:44 PM
		Closing Date / Time	18/09/2026 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 4

Date: SEPTEMBER 09, 2026

Quotation No. 26-457

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 30 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)

ONE (1) LOT

- 1 SIGN PEN, Black, liquid or gel 3 box
- 2 SIGN PEN, Blue, liquid or gel 3 box
- 3 SIGN PEN, Red, liquid or gel 3 box
- 4 BALLPEN, Fine point, Black, .5mm, 50pcs/box 10 box
- 5 BALLPEN, Fine point, Black, .5mm, 50pcs/box 10 box
- 6 BATTERY, dry cell, size AA, Two (2) pieces per blister pack 10 pack
- 7 BATTERY, dry cell, size AAA, Two (2) pieces per blister pack 10 pack
- 8 PAPER, Multicopy A4, 500 sheets per ream 20 box
- 9 PAPER, Multi-purpose, legal, 70 gsm 15 box
- 10 CORRECTION TAPE, 8m 20 pcs
- 11 DOUBLE SIDED TAPE 10 piece
- 12 DOUBLE SIDED TAPE 1" 15 tubes
- 13 DOUBLE-SIDED TAPE, 2 Inches 10 roll
- 14 DOUBLE SIDED FOAM TAPE 1" 10 piece
- 15 EXPANDABLE FOLDER, long Green 100 piece
- 16 EXTENSION CORD, GENERIC 3 piece
- 17 FILING TRAY, legal, black 5 piece
- 18 FOLDER with tab, A4, 100 pieces per pack 2 pack
- 19 FOLDER with tab, legal, 100 pieces per pack 2 pack
- 20 GLUE GUN, big 2 piece
- 21 GLUE STICK, Big 100 piece
- 22 GLUE, all-purpose, 200 grams 5 jar
- 23 GLUE, White, Liquid, 120ml 10 piece
- 24 GUN TACKER WIRES, 8mm 10 box
- 25 GUNTACKER, ARROW, heavy duty 2 piece
- 26 HIGHLIGHTER, Pastel Colored, 6pcs/set 5 set
- 27 HIGHLIGHTER PEN, (blue,black,red,yellow), 12pcs/box 2 box
- 28 MARKER, permanent, broad, black 3 box
- 29 MARKER, permanent, broad, blue 3 box
- 30 MARKER, Whiteboard, black, non-refillable 24 piece
- 31 MARKER, Whiteboard, Blue, non-refillable 24 piece
- 32 MARKER, Whiteboard, Red, non-refillable 24 piece
- 33 MASKING TAPE, 2 inches 10 tubes
- 34 MASKING TAPE, 1 inch 10 tubes
- 35 MASKING TAPE, 1/2 inches 10 tubes
- 36 NOTE PAD, stick on, 2" x 3", 100 sheets per pad 20 pad
- 37 NOTE PAD, stick on, 3" x 3", 100 sheets per pad 20 pad
- 38 NOTE PAD, stick on, 3" x 4", 100 sheets per pad 20 pad
- 39 PACKAGING TAPE, 60mmx30m clear 20 piece
- 40 PACKAGING TAPE, 24mmx30m clear 20 piece
- 41 PAPER, Multicopy A4, 500 sheets per ream 20 box
- 42 PAPER, Multi-purpose, legal, 70 gsm 15 box
- 43 PAPER CUPS, 8 oz 5 pack
- 44 PAPER SPECIALTY, A4, 90GSM, BEIGE 15 pack
- 45 PAPER SPECIALTY, A4, 90GSM, white 15 pack
- 46 PAPER, specialty, board type, 8-1/2" x 11.7", A4, 180gsm, white 10 pack
- 47 PAPER, specialty, board type, 8-1/2" x 13" long, 220gsm, white 10 pack
- 48 Photo Paper, 210x297(A4),180gsm 10 pack
- 49 PUNCHER, paper, heavy duty 2 piece
- 50 RAGS, all cotton, 1 kilo per bundle 10 bundle
- 51 SCISSORS 10 piece
- 52 Scotch Tape, 1 Inch x 80 meter, transparent 10 roll
- 53 Scotch Tape, 2-Inch x 80 meter, transparent 10 roll
- 54 STAPLE GUN TACKER, 4-6-8 mm 2 piece
- 55 STAPLE GUN TACKER, Heavy Duty 10 unit
- 56 STAPLE REMOVER, plier type 5 piece
- 57 STAPLE WIRE, standard 10 box
- 58 STAPLER, standard type 5 piece
- 59 STICKER PAPER, A4, High gloss white, 10pcs/pack 10 pack
- 60 STICKER PAPER, Long, Matte White, 10pcs/pack 10 pack
- 61 STICKER PAPER, matte, A4 Size 10 pack
- 62 THUMB TACKS 10 boxes
- 63 TISSUE PAPER 10 dozen
- 64 Card Case, A4 size, 0.85mm 100 piece
- 65 Card Case, A3 size, 0.85mm 50 piece
- 66 VELLUM BOARDS, A4 20 packs
- 67 VELLUM BOARDS, A3 10 packs
- 68 BINDING AND PUNCHING MACHINE 1 unit
- 69 Acrylic Frame 5"x 7" 6 piece
- 70 Acrylic Holder 11"x 8.5", free-standing, L-Shape Frame 3 piece
- 71 Acrylic Holder 2" x 1" 12 piece
- 72 Acrylic Holder 7" x 2.875" Name Card Holder 10 piece
- 73 Acrylic Holder (A4) 297x210mm, T-Shape 2 piece
- 74 Acrylic Holder (A4) 297x210mm, L-Shape 2 piece

75 Acrylic Display Brochure Holder, A4 297x210mm, Flip, Vertical 2 piece
 76 Acrylic Display Brochure Holder, A4 297x210mm, Flip,Horizontal 2 piece
 77 Acrylic brochure holders (A4 and trifold) 2 piece
 78 Clear acrylic display riser stands (various heights) 3 piece
 79 Desktop Business Card Holder Acrylic (4 – 8 Slots) 2 piece
 80 AIR FRESHENER 10 bottle
 81 BATHROOM DEODORIZER 5 piece
 82 BATHROOM MAT, Non-slip, 40cm x 60 cm 2 piece
 83 BATHROOM TISSUE, 24 rolls, 2 ply, 300 sheets 3 pack
 84 BLEACH TOILET CLEANER, Ultra Thick, 500ml 2 liters
 85 BROOM AND DUSTPAN SET, LOCAL 2 set
 86 DETERGENT POWDER, All purpose, 1kg 5 pack
 87 DISHWASHING LIQUID, 500ML, Concentrated, Anti-Bacterial, L 2 liter
 88 DISINFECTANT, MULTI ACTION CLEANER LEMON, 900ML 5 can
 89 DOORMATS, Carpet Entrance Mat Floor, 60 x 120cm 6 piece
 90 FURNITURE CLEANER, Aerosol Type, 300ml 5 can
 91 FURNITURE POLISH, 250 ml, good quality 5 liters
 92 GARBAGE BAG, M, Black, 100pcs per pack, High-Quality 3 pack
 93 GARBAGE BAG, XL, Black, 100pcs per pack, High-Quality 3 pack
 94 GLASS CLEANER, with Spray & Refill, 500ml 3 bottle
 95 TOILET BOWL CLEANER, 700ml 3 bottle
 96 TRASH BIN, 5-7L, Black, High-Quality 3 piece
 97 Foldable Table, Black 6ft 10 piece

TOTAL

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

TOTAL ABC = Php217,893.00

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE IMPELMENTATION OF RAISE PHASE 2 PROGRAM - TALISAY CAMPUS - A. REOSURA

PR# 26-846-0817 08-17-26

INCOME 485-164-26-08 08-19-26

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Office Supplies and Materials	1	Lot	217,893.00

Created by Rowena De la Vida Prado

Date Created 10/09/2026

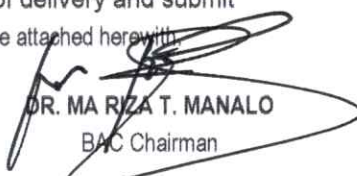
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REQUEST FOR QUOTATION

Page 1 of 4
Date: SEPTEMBER 09, 2026
Quotation No. 26-457

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DR. MA RIZA T. MANALO
BAC Chairman

- NOTE:
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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
	ONE (1) LOT				
1	SIGN PEN , Black, liquid or gel	3	box		
2	SIGN PEN , Blue, liquid or gel	3	box		
3	SIGN PEN , Red, liquid or gel	3	box		
4	BALLPEN , Fine point, Black, .5mm, 50pcs/box	10	box		
5	BALLPEN , Fine point, Black, .5mm, 50pcs/box	10	box		
6	BATTERY , dry cell, size AA, Two (2) pieces per blister pack	10	pack		
7	BATTERY , dry cell, size AAA, Two (2) pieces per blister pack	10	pack		
8	PAPER , Multicopy A4, 500 sheets per ream	20	box		
9	PAPER , Multi-purpose, legal, 70 gsm	15	box		
10	CORRECTION TAPE , 8m	20	pcs		
11	DOUBLE SIDED TAPE	10	piece		
12	DOUBLE SIDED TAPE 1"	15	tubes		
13	DOUBLE-SIDED TAPE, 2 inches	10	roll		
14	DOUBLE SIDED FOAM TAPE 1"	10	piece		
15	EXPANDABLE FOLDER , long Green	100	piece		
16	EXTENSION CHORD , GENERIC	3	piece		
17	FILING TRAY , legal, black	5	piece		
18	FOLDER with tab, A4, 100 pieces per pack	2	pack		
19	FOLDER with tab, legal, 100 pieces per pack	2	pack		
20	GLUE GUN , big	2	piece		
21	GLUE STICK , Big	100	piece		
22	GLUE , all-purpose, 200 grams	5	jar		
23	GLUE , White, Liquid, 120ml	10	piece		
24	GUN TACKER WIRES , 8mm	10	box		
25	GUNTACKER , ARROW, heavy duty	2	piece		
26	HIGHLIGHTER , Pastel Coloured, 6pcs/set	5	set		
27	HIGHLIGHTER PEN , (blue,black,red,yellow), 12pcs/box	2	box		

Date

By

Released (BAC)

Returned (Supplier)

Printed Name/Signature

Tel. No./Cellphone No.

Date



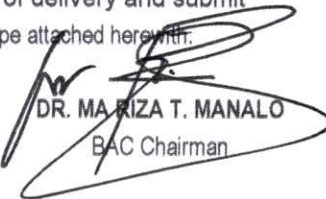
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DR. MARIZA T. MANALO
BAC Chairman

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28	MARKER, permanent, broad, black	3	box		
29	MARKER, permanent, broad, blue	3	box		
30	MARKER, Whiteboard, black, non-refillable	24	piece		
31	MARKER, Whiteboard, Blue, non-refillable	24	piece		
32	MARKER, Whiteboard, Red, non-refillable	24	piece		
33	MASKING TAPE, 2 inches	10	tubes		
34	MASKING TAPE, 1 inches	10	tubes		
35	MASKING TAPE, 1/2 inches	10	tubes		
36	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	20	pad		
37	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	20	pad		
38	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	20	pad		
39	PACKAGING TAPE, 60mmx30m clear	20	piece		
40	PACKAGING TAPE, 24mmx30m clear	20	piece		
41	PAPER, Multicopy A4, 500 sheets per ream	20	box		
42	PAPER, Multi-purpose, legal, 70 gsm	15	box		
43	PAPER CUPS, 8 oz	5	pack		
44	PAPER SPECIALTY, A4, 90GSM, BEIGE	15	pack		
45	PAPER SPECIALTY, A4, 90GSM, white	15	pack		
46	PAPER, specialty, board type, 8-1/2" x 11.7", A4, 180gsm, white	10	pack		
47	PAPER, specialty, board type, 8-1/2" x 13" long, 220gsm, white	10	pack		
48	Photo Paper, 210x297(A4),180gsm	10	pack		
49	PUNCHER, paper, heavy duty	2	piece		
50	RAGS, all cotton, 1 kilo per bundle	10	bundle		
51	SCISSORS	10	piece		
52	Scotch Tape, 1 inch x 80 meter, transparent	10	roll		
53	Scotch Tape, 2 inch x 80 meter, transparent	10	roll		
54	STAPLE GUN TACKER, 4-6-8 mm	2	piece		

Date

By

Printed Name/Signature

Released (BAC)

Returned (Supplier)

Tel. No./Cellphone No.

Date



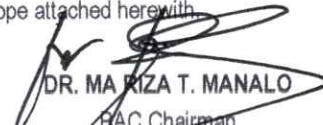
REQUEST FOR QUOTATION

Page 3 of 4

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DR. MA RIZA T. MANALO
BAC Chairman

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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
55	STAPLE GUN TACKER, Heavy Duty	10	unit		
56	STAPLE REMOVER, plier type	5	piece		
57	STAPLE WIRE, standard	10	box		
58	STAPLER, standard type	5	piece		
59	STICKER PAPER, A4, High gloss white, 10pcs/pack	10	pack		
60	STICKER PAPER, Long, Matte White, 10pcs/pack	10	pack		
61	STICKER PAPER, matte, A4 Size	10	pack		
62	THUMB TACKS	10	boxes		
63	TISSUE PAPER	10	dozen		
64	Card Case, A4 size, 0.85mm	100	piece		
65	Card Case, A3 size, 0.85mm	50	piece		
66	VELLUM BOARDS, A4	20	packs		
67	VELLUM BOARDS, A3	10	packs		
68	BINDING AND PUNCHING MACHINE	1	unit		
69	Acrylic Frame 5"x 7"	6	piece		
70	Acrylic Holder 11"x 8.5", free-standing, L-Shape Frame	3	piece		
71	Acrylic Holder 2" x 1"	12	piece		
72	Acrylic Holder 7" x 2.875" Name Card Holder	10	piece		
73	Acrylic Holder (A4) 297x210mm, T-Shape	2	piece		
74	Acrylic Holder (A4) 297x210mm, L-Shape	2	piece		
75	Acrylic Display Brochure Holder, A4 297x210mm, Flip, Vertical	2	piece		
76	Acrylic Display Brochure Holder, A4 297x210mm, Flip, Horizontal	2	piece		
77	Acrylic brochure holders (A4 and tri-fold)	2	piece		
78	Clear acrylic display riser stands (various heights)	3	piece		
79	Desktop Business Card Holder Acrylic (4 - 8 Slots)	2	piece		
80	AIR FRESHENER	10	bottle		
81	BATHROOM DEODORIZER	5	piece		

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
Cell Phone #: 09205833046
bac.sec@chmsu.edu.ph

REQUEST FOR QUOTATION

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[Signature]
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BAC Chairman

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- 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS
- 5. G-EP5 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
82	BATHROOM MAT, Non-slip, 40cm x 60 cm	2	piece		
83	BATHROOM TISSUE, 24 rolls, 2 ply, 300 sheets	3	pack		
84	BLEACH TOILET CLEANER, Ultra Thick, 500ml	2	liters		
85	BROOM AND DUST PAN SET, LOCAL	2	set		
86	DETERGENT POWDER, All purpose, 1kg	5	pack		
87	DISHWASHING LIQUID, 500ML, Concentrated, Anti Bacterial, L	2	liter		
88	DISINFECTANT, MULTI ACTION CLEANER LEMON, 900ML	5	can		
89	DOORMATS, Carpet Entrance Mat Floor, 60 x 120cm	6	piece		
90	FURNITURE CLEANER, Aerosol Type, 300ml	5	can		
91	FURNITURE POLISH, 250 ml, Good quality	5	liters		
92	GARBAGE BAG, M, Black, 100pcs per pack, High Quality	3	pack		
93	GARBAGE BAG, XL, Black, 100pcs per pack, High Quality	3	pack		
94	GLASS CLEANER, with Spray & Refill, 500ml	3	bottle		
95	TOILET BOWL CLEANER, 700ml	3	bottle		
96	TRASH BIN, 5-7L, Black, High Quality	3	piece		
97	Foldable Table, Black 6ft	10	piece		
	TOTAL				
	*****Nothing Follows*****				
	TOTAL ABC = Php217,893.00				
	PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE IMPLEMENTATION OF RAISE PHASE 2 PROGRAM - TALISAY CAMPUS - A. REOSURA				
	PR# 26-846-0817 08-17-26				
	INCOME 485-164-26-08 08-19-26				

Date _____ By _____

Released (BAC) _____

Returned (Supplier) _____

Printed Name/Signature _____

Tel. No./Cellphone No. _____

Date _____