



Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY

Bontoc Campus
 Bontoc, Mountain Province

RFQ No.: 26-03-005SPMO
 Issuance of RFQ:

REQUEST FOR QUOTATION

SIR/MADAM:

Please quote your lowest price for the following items enumerated below, taking into consideration the following :

TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **PhP1,818,570.00**
2. Price Quotation should be inclusive of the 5% Final VAT and expanded withholding tax (EWT) of 1%.
3. Price Quotation shall be valid within thirty (30) calendar days from the deadline of submission of RFQ.
4. Delivery period is within ten (10) calendar days from receipt of Purchase Order.
5. If awarded the contract, processing and payment shall be made after complete delivery of services/supplies and final acceptance.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Place of delivery - Supply and Property Management Office, Bontoc Campus.
8. The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
243	piece	CLEARBOOK, A4 size		
379	piece	CLEARBOOK, Legal size		
200	piece	SIGN PEN, Extra Fine Tip, Black		
200	piece	SIGN PEN, Extra Fine Tip, Blue		
200	piece	SIGN PEN, Extra Fine Tip, Red		
200	piece	SIGN PEN, Fine Tip, Black		
200	piece	SIGN PEN, Fine Tip, Blue		
200	piece	SIGN PEN, Fine Tip, Red		
200	piece	SIGN PEN, Medium Tip, Black		
200	piece	SIGN PEN, Medium Tip, Blue		
200	piece	SIGN PEN, Medium Tip, Red		
199	pack	BATTERY, dry cell, size AA		
203	pack	BATTERY, dry cell, size AAA		
85	can	AIR FRESHENER		
40	can	DISINFECTANT SPRAY		
100	pack	TRASHBAG, XXL size		
150	pack	TRASHBAG, Large size		
50	pack	TRASHBAG, XL size		
47	bottle	STAMP PAD, INK		
199	piece	FLASH DRIVE, 4GB		
164	bottle	GLUE, all-purpose		
54	roll	TAPE, electrical		
200	roll	TAPE, masking, 24mm		
200	roll	TAPE, masking, 48 mm		
100	roll	TAPE, packaging, 48 mm		
300	roll	TAPE, transparent, 24mm		
200	roll	TAPE, transparent, 48 mm		
226	piece	RULER, plastic, 12"		
396	box	CLIP, backfold, 19mm		
435	box	CLIP, backfold, 25mm		
411	box	CLIP, backfold, 32mm		
441	box	CLIP, backfold, 50mm		
200	piece	CORRECTION TAPE		
154	piece	CUTTER/UTILITY KNIFE, HEAVY DUTY		
120	piece	DATA FILE BOX		
50	piece	DATER STAMP		
200	piece	MARKER, Permanent, Black		
200	piece	MARKER, Permanent, Blue		
400	piece	MARKER, Whiteboard, Black		
400	piece	MARKER, Whiteboard, Blue		
532	box	PAPER CLIP, vinly/plastic coated, 33mm		
431	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		
100	box	PENCIL, lead/graphite, with eraser		
74	piece	PUNCHER, paper, heavy duty		
100	piece	STAPLER, standard type		
76	piece	STAPLE REMOVER, plier-type		
96	unit	TAPE DISPENSER, table top		
296	pad	NOTEPAD, stick-on, 3 x 4		
398	pad	NOTEPAD, stick-on, 3 x 2		
413	pad	NOTEPAD, stick-on, 3 x 3		
357	ream	PAPER, MULTIPURPOSE A4, 80GSM		
790	ream	PAPER, MULTIPURPOSE LEGAL, 80GSM		
46	box	CERTIFICATE PAPER, A4		
100	book	RECORD BOOK, 300 PAGES		
26	can	INSECTICIDE		
10	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta		
10	piece	EXTENSION CORD, heavy duty (industrial)		
50	pc	PAPER, MANILA		

- Note:**
1. Total bid should not exceed the Approved Budget for the Contract, otherwise, not interested.
 2. Please indicate the total amount of your bid.
 3. The absence of a Landbank Account will deny you the opportunity to this bidding.

All qualified suppliers are invited to pick up Request for Quotation papers on _____, 2025 at the BAC Secretariat Office, Bontoc Campus.

Please submit in person or authorized representative your quotation with the following requirements:

1. **Mayor's Permit/Business Permit**
2. **PhilGEPS registration Certificate**

All sealed quotations must be submitted on or before _____ 2025 at 5:00 PM at the BAC Secretariat Office.

Mountain Province State University reserves the right to accept or reject any or all quotations and impose additional terms and conditions it may deem proper.

Date


EDGAR G. CUE
University President

I have read and understood the Terms & Conditions stated above.

By signing this quote, I hereby agree and bind myself to the Terms & Conditions.

Signature: _____
Printed Name: _____
Business/Trade Name: _____
Landbank Account No: _____
Tax Identification Number: _____
Business Address: _____
Contact Number: _____

Canvasser