



Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY

Bontoc Campus
 Bontoc, Mountain Province

RFQ No.:
 Issuance of RFQ:

26-03-0350P

REQUEST FOR QUOTATION

SIR/MADAM:

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

TERMS AND CONDITIONS

Php605,505.00

1. The Approved Budget for the Contract (ABC) is
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
20	reams	Bondpaper, long, 8.5x13		
4	pc	BT D60 Black		
4	set	BT 5000		
4	pc	Toner TN228 Black		
4	pc	Toner TN228 Cyan		
4	pc	Toner TN228 Magenta		
4	pc	Toner TN228 Yellow		
3	Box	Ballpen, Black, Red, Blue, Ordinary		
2	Box	Signpen, black		
2	Box	Signpen, blue		
10	pc	Highlighter pen- stabilo- blue		
10	pc	Highlighter Pen-stabilo-yellow		
30	pc	File Folder (Long) white		
30	pc	File Folder (Short) white		
30	pc	Expanding folder (Long) assorted color		
30	pc	Expanding folder (short) assorted color		
30	pc	Morocco Folder w/ Slider Long		
30	pc	Morocco Folder w/ Slider Short		
30	pc	Envelope , brown long		
30	pc	Envelope , brown short		
30	pc	Expanding envelope w/garter brown		
3	Doz	Bull Dog Clip 1-1/2"		
3	Doz	Bull Dog Clip 2-1/2"		
3	Doz	Bull Clip 3"		
3	Doz	Binder Clip 3/4		
3	Doz	Binder Clip 1"		
3	Doz	Binder Clip 2"		
3	Box	Paper Clip -coated(small)		
3	Box	Paper Clip -coated (big)		
6	pc	Box File (Data Man Box)		
2	Box	Stapler HD 35 MAX 50/R WITH REMOVER		
2	Box	Staple Wire No.35 - MAX		
2	pair	Scissor, b/s - metal		
2	pc	Staple Remover (ordinary)		
2	pc	Tape Dispenser 1" HD - UK		
2	roll	Magic Tape 1"x50		
2	roll	Masking Tape 1/2"		
2	roll	Masking Tape 1"		
2	roll	Packaging Tape "		
2	roll	Transparent/Scotch Tape 3/4"		
2	roll	Transparent/Scotch Tape 1"		
2	roll	Transparent/Scotch Tape 2"		
2	roll	Double Sided Tape 1/2" w/out Foam		
2	roll	Double Sided Tape 1' w/out Foam		
2	roll	Double Sided Tape 1/2" w/ Foam		
2	roll	Duct tape, 1"		
1	bot	Elmer's Glue 130g		
1	bot	Elmer's Glue 473ML		
5	pack	Photopaper long High Gloss 260gsm VECO		
5	pack	Photopaper A4 High Gloss 240gsm VECO		
30	pack	Sticker Paper - long - Non-glossy		
6	pc	Correction Tape		
1	pc	Stamp Pad - big		
3	bot	Stamp Pad Ink - Purple (946 ml)-big		
20	pc	Record Book 500pp		
6	pck	Sticky Note -2x2		
6	pck	Sticky Note -2x3		
6	pck	Sticky Note -2x4		
6	pck	Sticky Note -3x3		
6	pck	Sticky Note -3x4		
6	pck	Sticky Note -3x5		
4	pc	Dater Stamp		
2	pc	Calculator CASIO HL-122		
4	pc	USB, 64GB		
3	pc	Big File Box – blue colored box with dimensions of 15"x10"x10", with cover		

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- 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 _____, 2026 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 _____ 2026 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