



Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY
Bontoc Campus
Bontoc, Mountain Province

RFQ No.:
Issuance of RFQ:

26-07-0150P

REQUEST FOR QUOTATION

SIR/MADAM:

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

TERMS AND CONDITIONS

PhP235,085.00

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
80	pcs	Sign pen, extra fine tip, black		
80	pcs	Sign pen, extra fine tip, blue		
23	pcs	Sign pen, extra fine tip, red		
80	pcs	Sign pen, fine tip, black		
80	pcs	Sign pen, fine tip, blue		
15	pcs	Sign pen, fine tip, red		
15	pcs	Sign pen, medium tip, black		
5	pcs	Sign pen, medium tip, blue		
2	bottle	Stamp pad, ink, back		
8	pcs	Flash drive, 32GB		
4	unit	External hard drive, 1TB		
1	bottle	Glue, all-purpose, 40g		
4	box	Staple wire, heavy duty (binder type)		
16	box	Staple wire, standard		
6	roll	Tape masking 24mm		
8	roll	Tape, transparent, 48mm		
1	pc	Ruler, plastic, 12"		
35	box	Clip, backfold, 19mm		
35	box	Clip, backfold, 25mm		
35	box	Clip, backfold, 32mm		
35	box	Clip, backfold, 50mm		
60	pcs	Correction Tape		
1	pc	Data file box		
5	pc	Data folder		
4	pc	Dater stamp		
6	box	Envelope, expanding, kraft		
4	box	Envelope, mailing		
2	box	Envelope mailing, with window		
8	pcs	File organizer		
100	pc	Folder, morocco with slide, legal		
24	pcs	Marker, permanent, black		
17	pcs	Marker, permanent, blue		
60	pcs	Marker, whiteboard, red		
60	box	Paper clip, vinyl/plastic coated, jumbo, 50mm		
4	unit	Tape dispenser, table top		
16	ream	Paper, multicopy, A4		
180	ream	Paper, multipurpose legal		
68	book	Record book, 500 pages		
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	pair	Scissor, b/s - metal		
2	Box	Stapler HD 35 MAX 50/R WITH REMOVER		

- 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.

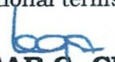
Please submit in person or authorized representative your quotation with the following requirements:

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