



Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY

Bontoc Campus
Bontoc, Mountain Province

RFQ No.:
Issuance of RFQ:

26-08-015SPMO

REQUEST FOR QUOTATION

SIR/MADAM:

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

TERMS AND CONDITIONS

PhP1,384,510.00

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	Clearbook, A4 size		
80	pcs	Clearbook, legal size		
200	pcs	Sign pen, medium tip, black		
200	pcs	Sign pen, medium tip, blue		
163	pack	Battery, dry cell, size AA		
168	pack	Battery, dry cell, size AAA		
50	can	Disinfectant spray		
50	pack	Trashbag, XXL size		
50	pack	Trashbag, large size		
50	pack	Trashbag, XL size		
10	unit	External Hard Drive, 1TB		
14	pcs	Flash Drive 32 GB		
32	pcs	Flash Drive 16Gb		
25	unit	Computer mouse, wireless		
142	bottle	Glue, all-purpose		
51	roll	Tape, electrical		
150	roll	Tape, masking 24mm		
200	roll	Tape, transparent, 24mm		
80	roll	Tape ducting 1"		
100	roll	Tape, duct/binding 2"		
50	box	Chalk, white enamel		
150	box	Clip, backfold, 19mm		
150	box	Clip, backfold, 25mm		
200	pcs	Correction Tape		
100	pcs	Data File Box		
10	box	Envelope, Mailing		
148	pcs	Eraser, felt, for black/whiteboard		
49	pack	Folder, L-type, legal		
50	pack	Folder, with tab, legal		
120	pcs	Marker, flourescent		
250	pcs	Marker, permanent, black		
100	pcs	Marker, permanent, red		
250	pcs	Marker, whiteboard, blue		
200	box	Paper clip, Vinyl/plastic, coated, 33mm		
100	box	Pencil, lead/graphite, with eraser		
100	pair	Scissors, symmetrical/asymmetrical		
46	unit	Tape dispenser, table top 1"		
100	pcs	Cartolina, assorted colors		
50	ream	Paper, multicopy, A4		
80	ream	Paper, multicopy, legal		
50	ream	Paper, Multipurpose, A4		
300	ream	Paper, Multipurpose, legal		
52	box	Paper parchment, A4		
30	pack	Document filler, 11-hole pocket 100/pcs		
2	pcs	Push Cart, 200kgs		
50	bottle	Epson, 003, Black		
50	bottle	Epson, 003, Cyan		
50	bottle	Epson, 003, Magenta		
50	bottle	Epson, 003, Yellow		
20	bottle	Epson refill ink, 664 black		
20	bottle	Epson refill ink, 664 cyan		
20	bottle	Epson refill ink, 664 magenta		
20	bottle	Epson refill ink, 664 yellow		
25	bottle	Epson ink, #008, black		
25	bottle	Epson ink, #008, magenta		
25	bottle	Epson ink, #008, yellow		
25	bottle	Epson ink, #008, cyan		
50	pcs	Storage box for legal size		
80	pcs	Three-Ring Binder, 150		
80	pcs	Three-Ring Binder, 100		
20	bottle	Ink refill, epson L6290 (001) cyan		
20	bottle	Ink refill, epson L6290 (001) magenta		
20	bottle	Ink refill, epson L6290 (001) yellow		
10	pcs	Maintenance Box L15150		
10	pcs	Maintenance Box L6490		

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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