



REQUEST FOR QUOTATION

RFQ No. 544-2025

Date: October 21, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Various Office Supplies** with an Approved Budget for the Contract of **Five Hundred Seventeen Thousand Two Hundred Ninety-Four Pesos and 90/100 (Php 517,294.90)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:00PM of 28 October 2025**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

WILMARK J. RAMOS

Chairperson, Bids and Awards Committee-Goods and Services

Tarlac State University
Romulo Boulevard, San Vicente Tarlac City
Telephone No. (045) 606-8162
Email: tsucanvassing@gmail.com

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline for submission of quotation:

Required Documents:

- ☒ Valid Business/Mayor's Permit
- ☒ PhilGEPS Registration Number
- ☐ Tax Clearance (per RR017-2024 EO398 Series 2005, Updated Tax Clearance)
- ☒ Notarized Omnibus Sworn Statement, if applicable
- ☒ Latest Income/Business Tax Return, if applicable
- ☐ Others, _____

The Head of the Procuring Entity (HoPE) of the TSU reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (045) 606-8157/606-8162 or send email to tsucanvassing@gmail.com.

By the Authority of the Bids and Awards Committee:


MENCHIE D. ABELLAR

Head, BAC Secretariat/Procurement Unit

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1. Do not alter the contents of this form in any way.
- 2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions.
- 3. The quotation shall contain all the mandatory requirements/provisions including manifestation of the agreement with the Terms and Conditions below.
- 4. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- 5. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 6. Quotations may be submitted through electronic mail at tsucanvassing@gmail.com.
- 7. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. The following shall be observed in accomplishing the Quotation/Proposal Form:

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Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply or Not Comply)
			YES or NO
1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance;			
2. Check if compliant with the specifications or not.			

- 3. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications
- 4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 5. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
- 6. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the TSU shall adopt and employ "draw lots" as the tie- breaking method to finally determine the single winning provider.
- 9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 10. The item/s shall be delivered according to the accepted offer of the bidder.
- 11. Item/s delivered shall be inspected on the scheduled date and time of the TSU. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
- 12. Payment shall be made after delivery and upon the submission of the required supporting documents.
- 13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay..TSU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.
- 15. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

Date: _____

The Bids and Awards Committee
Tarlac State University
San Vicente, Tarlac City

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Minimum Technical Specifications		Quantity	Offered Technical Specifications	Statement of Compliance (Comply or Not Comply)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
Procurement of Various Office Supplies				
1	BALLPEN, Black	50 pieces		
2	BINDER RING, Plastic comb binding ring, 25mm (250 sheet capacity)	20 pieces		
3	BINDER RING, Plastic comb binding ring, 51mm (450 sheet capacity)	20 pieces		
4	BLADE, Cutter 1"	2 tubes		
5	BOOK PAPER, 8.5" x 13", Sub24, 80gsm	500 ream(s)		
6	BOOK PAPER, A4, Sub24, 80gsm	500 ream(s)		
7	CLIP BOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	5 pieces		
8	CLIP BOARD, Legal, Plastic	7 pieces		
9	CLIP BOARD, PVC CLIP BOARD LONG 13-1/2" X 9" (BLACK -COLOR) CLIPBOARD a small board with a spring clip at the top, used for holding papers and providing support for writing. computing a temporary storage area where material cut or copied from a file is kept for pasting into another file.	10 pieces		
10	CLIP, backfold, 41mm, 12s/box	2 boxes		
11	COMPUTER CONTINUOUS FORM, 3 ply 11" x 9-1/2"(500sheets/box)	8 boxes		
12	CORK BOARD, Wall mount, 3x4 ft.	2 pieces		
13	DESK TRAY, 3 Layers, wiremesh	7 pieces		
14	ENVELOPE, Expanding, Plastic	65 pieces		
15	FASTENER, Coated vinyl, Plastic, 70mm, 50sets/box	138 boxes		
16	FASTENER, plastic, 70mm, 50sets/box	7 boxes		
17	FOLDER, Level Arch File Folder, long	7 pieces		
18	FOLDER, Moroccan Embossed Slide Folder, long	1 pack		
19	FOLDER, Tagboard, folder with tab, legal, white (100pcs/pack)	1 pack		
20	GLUE STICK, Hot Melt, Big	405 pieces		
21	GLUE STICK, Hot Melt, Small	715 pieces		
22	GLUE STICK, Multi-Purpose, Retractable, Quick drying, 8g	5 pieces		

23	GLUE STICK , Washable, Big, 36 grams (for Diploma)	50 pieces		
24	GLUE , All purpose	16 tubes		
25	GLUE , solid white, 22 grams.	43 tubes		
26	ID CASE , PVC ID Card	20 pieces		
27	ID HOLDER , with ID case	20 pieces		
28	ILLUSTRATION BOARD , 30X40", 2ply	46 pieces		
29	INDEX TAB , colored	3 boxes		
30	INK REFILL , Black, Type: Refill (Whiteboard-type marker), Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	15 bottle(s)		
31	INK REFILL , For Permanent Marker Black, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	22 bottles		
32	INK REFILL , For Whiteboard Marker, Black, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	148 bottles		
33	INK REFILL , permanent marker, black	8 bottles		
34	INK REFILL , WHITEBOARD MARKER BLUE, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	29 bottles		
35	INK REFILL , WHITEBOARD MARKER GREEN, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	7 bottles		
36	INK REFILL , WHITEBOARD MARKER RED, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	9 bottles		
37	LAMINATING FILM , A4 250/125 microns	1 ream		
38	LANYARD	40 pieces		
39	MANILA PAPER , 36x48, folded, 10s/pack	1 pack		
40	MARKER PEN , Plastic, permanent, with fine marker point (0.5) for validation of School ID	20 pieces		
41	MARKER , Green, Type: Marker (Whiteboard-type), Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm, Weight: 16.0g, Refillable.	60 pieces		
42	MARKER , Red, Type: Marker Whiteboard-type, Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm, Refillable (2024)	5 pieces		
43	MARKER , REFILLABLE PERMANENT BLACK, Ink: Alcohol-Based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.00mm, Weight: 16.2g	220 pieces		
44	MARKER , REFILLABLE PERMANENT BLUE, Ink: Alcohol-Based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.00mm, Weight: 16.2g	30 pieces		
45	MARKER , REFILLABLE PERMANENT RED Ink: Alcohol-Based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.00mm, Weight: 16.2g	20 pieces		
46	MARKER , REFILLABLE WHITEBOARD BLACK, Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm	291 pieces		
47	MARKER , REFILLABLE WHITEBOARD BLUE, Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm	137 pieces		

48	MARKER , REFILLABLE WHITEBOARD RED; Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm	75 pieces		
49	NOTE PAD , Stick On, 2"x3"	13 pads		
50	NOTE PAD , Stick On, 3x4, 100 sheets/pad	5 pads		
51	NOTE PAD , Stick On, 45mmx12mm	5 pads		
52	BOND PAPER , A3, 297mm x 420mm, 70gsm	35 ream(s)		
53	BOND PAPER , A3, Substance 24, 80gsm	2 ream(s)		
54	PAPER , board premium, A4, 100sheets/pack	5 packs		
55	PAPER , Index Card, 3"x5", ruled both sides, 500 pcs/pack	3 packs		
56	BOND PAPER , Short, 8.5x11	3 ream(s)		
57	PAPER , Specialty Paper, 70gsm, Cream, Legal	7 packs		
58	PAPER , VELLUM 8.5" x 12" 200gsm white (10's/pack)	18 packs		
59	PAPER , Vellum Board, White, 180gsm, Legal, 10 sheets per pack	5 packs		
60	PAPER , Vellum, Legal, Plain, 120gsm	5 packs		
61	PAPER , Yellow Pad	10 pads		
62	PEN , gel type, black, 0.5mm needle tip, 12pcs/box	1 box		
63	PEN , Gel Type, Black, fine point 0.7mm, retractable, 12pcs/box	3 boxes		
64	PEN , Gel Type, Red, fine point 0.5mm, retractable, 12pcs/box	3 boxes		
65	PEN , Gel Type, Red, fine point 0.7mm, retractable, 12pcs/box	3 boxes		
66	PEN , Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable	22 pieces		
67	PEN , Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable	60 pieces		
68	PEN , Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable	10 pieces		
69	PENCIL , lead/graphite with eraser (12pcs/box)	2 boxes		
70	PHOTO PAPER , A4, High glossy, 230gsm, 20sheets/pack	8 packs		
71	PIN , DRESSMAKER W/ HEAD COLORED	4 packs		
72	PIN , Push/Cork, flat head type, assorted colors, 100pcs/case	15 cases		
73	PUSH , Pins	10 boxes		
74	PVC COVER , Legal, 8.5" x 13", 300 Micron	1 piece		
75	RECORD BOOK , 500 pages, size: 214mm x 278 mm min	16 boxes		
76	RIBBON CART , R7310, correctable cassette ribbon, for Olympia compact 5 DM.	3 carts		
77	RING BINDER , D-Type 3 ring binder, Legal, PVC hard cover, 3" inch ring, D- ring	10 pieces		
78	RING BINDER , Plastic, 12mm, 110 sheets, (1 dozen)	1 bundle		
79	RING BINDER , Plastic, 16mm, 150 sheets, (1 dozen)	1 bundle		
80	RING BINDER , Plastic, 24mm, 220 sheets, (1 dozen)	1 bundle		
81	SCIENTIFIC CALCULATOR , 417 Function, Fraction calculation, Combination and Permutation, Statistics New equation mode, 9 variable memories Table	1 unit		

	function, Equation calculation, Multi replay 10+2 digits, Dot matrix, Plastic keys comes with new slide-on hard case, Solar and Battery, Dimensions:8.5x2.7x19.3cm			
82	SLIDING FOLDER , Assorted Color, Legal	25 pieces		
83	SPOOL , R14216 Lift off tape with Swintec	3 pieces		
84	STAMP PAD INK , Black, 50ml	3 bottles		
85	STAMP PAD INK , Blue, 50ml	2 bottles		
86	STAPLE WIRE , 10mm, 1000pcs/box	3 boxes		
87	STAPLE WIRE , 6mm,1000pcs/box	3 boxes		
88	STAPLE WIRE , For gun tacker HT21, 2000/box	3 boxes		
89	STAPLE WIRE , for Gun Tacker, 10.00MM (1000 staples)	2 boxes		
90	STAPLE WIRE , for Gun Tacker, Stainless Steel, 13/4-6-8mm	2 boxes		
91	STAPLE WIRE , for Gun Tacker, Stainless Steel, 4-6-8mm	1 box		
92	STAPLE WIRE , No. 10	13 boxes		
93	STICKER PAPER , (white) 8.5" x 13" (legal) matte type (10sheets/pack)	5 packs		
94	STICKER PAPER , A4, Matte, 10's/pack	10 packs		
95	STICKER PAPER , glossy, A4 (10's per pack).	17 packs		
96	STICKY NOTES , 3x3, 100 Sheets/Pad	9 pads		
97	STICKY NOTES , 3x3, Assorted bright colors, self-adhesive. 5 pcs/pack	3 packs		
98	STICKY NOTES , 3x4, 100 sheets/pad	10 pads		
99	STORAGE BOX , Plastic, 41cmx28.5x24	5 pieces		
100	STORAGE BOX , Plastic, 75 liters	2 pieces		
101	TAPE , Double sided tape tissue 12mm x 30m, big roll	2 rolls		
102	TAPE , double sided thin 15mm x 8 meters	5 rolls		
103	TAPE , Double Sided, 18mmx1mm	7 pieces		
104	TAPE , Double sided, 24mm, 50meters.	7 rolls		
105	TAPE , Double-sided 50mm x 50 meters.	11 rolls		
106	TAPE , Packaging/Scotch Tape, 2"	3 rolls		
107	TAPE , Stationery, 18MM x 50m	6 pieces		
108	TAPE , Transparent, 3 inches	20 pieces		
109	THUMB TACKS , Color: Gold, Material type: Steel	30 boxes		
110	T-PINS , 1-1/2" stainless steel pins, 50pcs/mat	4 mats		
Warranty Period (for equipment, tools, and devices)				
Delivery Period: (<u>30</u> calendar days)				
nothing as follows				

Payment Terms

Payment shall be made through Landbank's LDDAPADA/Bank Transfer Facility, issuance of check or cash on delivery (COD) within thirty (30) calendar days after receipt of sales/service invoice and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.

Interested suppliers shall provide the following Bank Details in the statement of compliance column:

Bank Name: _____

Bank Branch/Address: _____

Bank Account Name: _____

Bank Account Number: _____

FINANCIAL OFFER:

Procurement of Various Office Supplies				
Approved Budget for the Contract (ABC):				
Five Hundred Seventeen Thousand Two Hundred Ninety-Four Pesos and 90/100 (PhP 517,294.90)				
Items		Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
1	BALLPEN, Black	50		
2	BINDER RING, Plastic comb binding ring, 25mm	20		
3	BINDER RING, Plastic comb binding ring, 51mm	20		
4	BLADE	2		
5	BOOK PAPER, 8.5" x 13	500		
6	BOOK PAPER, A4, Sub24, 80gsm	500		
7	CLIP BOARD, Aluminum Single Layer Storage	5		
8	CLIP BOARD, Legal, Plastic	7		
9	CLIP BOARD, PVC CLIP BOARD LONG	10		
10	CLIP, backfold, 41mm,	2		
11	COMPUTER CONTINUOUS FORM, 3 ply	8		
12	CORK BOARD, Wall mount,	2		
13	DESK TRAY, 3 Layers, wiremesh	7		
14	ENVELOPE, Expanding, Plastic	65		
15	FASTENER, Coated vinyl, Plastic,	138		
16	FASTENER, plastic, 70mm	7		
17	FOLDER, Level Arch File Folder, long	7		
18	FOLDER, Moroccan Embossed Slide Folder, long	1		
19	FOLDER, Tagboard, folder with tab, legal,	1		
20	GLUE STICK, Hot Melt, Big	405		
21	GLUE STICK, Hot Melt, Small	715		
22	GLUE STICK, Multi-Purpose, Retractable,	5		
23	GLUE STICK, Washable, Big, 36 grams	50		
24	GLUE, All purpose	16		
25	GLUE, solid white, 22 grams.	43		
26	ID CASE, PVC ID Card	20		
27	ID HOLDER, with ID case	20		
28	ILLUSTRATION BOARD, 30X40", 2ply	46		
29	INDEX TAB, colored	3		
30	INK REFILL, Black	15		
31	INK REFILL, For Permanent Marker Black	22		
32	INK REFILL, For Whiteboard Marker, Black	148		
33	INK REFILL, permanent marker, black	8		
34	INK REFILL, WHITEBOARD MARKER BLUE	29		
35	INK REFILL, WHITEBOARD MARKER BLUE	7		

36	INK REFILL, WHITEBOARD MARKER RED	9		
37	LAMINATING FILM,	1		
38	LANYARD	40		
39	MANILA PAPER, 36x48, folded, 10s/pack	1		
40	MARKER PEN, Plastic, permanent,	20		
41	MARKER, Green,	60		
42	MARKER, Red	5		
43	MARKER, REFILLABLE PERMANENT BLACK	220		
44	MARKER, REFILLABLE PERMANENT BLUE	30		
45	MARKER, REFILLABLE PERMANENT RED	20		
46	MARKER, REFILLABLE WHITEBOARD BLACK	291		
47	MARKER, REFILLABLE WHITEBOARD BLUE	137		
48	MARKER, REFILLABLE WHITEBOARD RED	75		
49	NOTE PAD, Stick On, 2"x3"	13		
50	NOTE PAD, Stick On, 3x4, 100 sheets/pad	5		
51	NOTE PAD, Stick On, 45mmx12mm	5		
52	BOND PAPER, A3, 297mm x 420mm, 70gsm	35		
53	BOND PAPER, A3, Substance 24, 80gsm	2		
54	PAPER, board premium, A4,	5		
55	PAPER, Index Card, 3"x5", ruled both sides	3		
56	BOND PAPER, Short, 8.5x11	3		
57	PAPER, Specialty Paper, 70gsm, Cream, Legal	7		
58	PAPER, VELLUM 8.5" x 12" 200gsm white	18		
59	PAPER, Vellum Board, White	5		
60	PAPER, Vellum, Legal, Plain, 120gsm	5		
61	PAPER, Yellow Pad	10		
62	PEN, gel type, black	1		
63	PEN, Gel Type, Black	3		
64	PEN, Gel Type, Red	3		
65	PEN, Gel Type, Red	3		
66	PEN, Sign Pen, black	22		
67	PEN, Sign Pen, blue	60		
68	PEN, Sign Pen, red	10		
69	PENCIL, lead/graphite with eraser	2		
70	PHOTO PAPER, A4, High glossy	8		
71	PIN, DRESSMAKER W/ HEAD COLORED	4		
72	PIN, Push/Cork	15		
73	PUSH, Pins	10		
74	PVC COVER, Legal, 8.5" x 13", 300 Micron	1		
75	RECORD BOO	16		
76	RIBBON CART, R7310,	3		
77	RING BINDER, D-Type 3	10		
78	RING BINDER, Plastic, 12mm	1		
79	RING BINDER, Plastic, 16mm	1		
80	RING BINDER, Plastic, 24mm	1		
81	SCIENTIFIC CALCULATOR, 417 Function	1		
82	SLIDING FOLDER, Assorted Color	25		
83	SPOOL, R14216 Lift off tape with Swintec	3		
84	STAMP PAD INK, Black	3		
85	STAMP PAD INK, Blue,	2		
86	STAPLE WIRE, 10mm,	3		
87	STAPLE WIRE, 6mm	3		
88	STAPLE WIRE, For gun tacker, HT21	3		
89	STAPLE WIRE, for Gun Tacker, 10.00mm	2		
90	STAPLE WIRE, for Gun Tacker, Stainless Steel, 13/4-6-8mm	2		
91	STAPLE WIRE, for Gun Tacker, Stainless Steel, 4-6-8mm	1		
92	STAPLE WIRE, No. 10	13		
93	STICKER PAPER, (white)	5		

94	STICKER PAPER, A4	10		
95	STICKER PAPER, glossy, A4	17		
96	STICKY NOTES, 3x3	9		
97	STICKY NOTES, 3x3, Assorted bright colors	3		
98	STICKY NOTES, 3x4	10		
99	STORAGE BOX, Plastic, 41cmx28.5x24	5		
100	STORAGE BOX, Plastic, 75 liters	2		
101	TAPE, Double sided tape tissue 12mm x 30m, big roll	2		
102	TAPE, double sided thin 15mm x 8 meters	5		
103	TAPE, Double Sided, 18mmx1mm	7		
104	TAPE, Double sided, 24mm, 50meters.	7		
105	TAPE, Double-sided 50mm x 50 meters.	11		
106	TAPE, Packaging/Scotch Tape, 2"	3		
107	TAPE, Stationery, 18MM x 50m	6		
108	TAPE, Transparent, 3 inches	20		
109	THUMB TACKS, Color: Gold	30		
110	T-PINS, 1-1/2" stainless steel pins	4		
			Grand Total	

Total Offered Quotation	In Words:
	In Figures:

Signature Over Printed Name

Position/Designation

Company Registered Name

Office Telephone/Mobile Nos.

Email Address/es

Date

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12515981

Procuring Entity TARLAC STATE UNIVERSITY

Title Procurement of Various Office Supplies

Area of Delivery Tarlac

Solicitation Number:	544-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 517,294.90	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	23/10/2025
Contact Person:	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com	Last Updated / Time	22/10/2025 15:09 PM
		Closing Date / Time	28/10/2025 13:00 PM

Description

for Various office use

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	BALLPEN	Black	50	Piece	550.00
2	BINDER RING	Plastic comb binding ring, 25mm (250 sheet capacity)	20	Piece	2,904.00
3	BINDER RING	Plastic comb binding ring, 51mm (450 sheet capacity)	20	Piece	4,089.80
4	BLADE	Cutter 1"	2	Tube	132.00
5	BOOK PAPER	8.5" x 13", Sub24, 80gsm	500	Ream	121,000.00
6	BOOK PAPER	A4, Sub24, 80gsm	500	Ream	121,000.00
7	CLIP BOARD	Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	5	Piece	3,025.00
8	CLIP BOARD	Legal, Plastic	7	Piece	1,270.50
9	CLIP BOARD	PVC CLIP BOARD LONG 13-1/2" X 9" (BLACK -COLOR) CLIPBOARD a small board with a spring clip at the top, used for holding papers and providing support for writing. computing a temporary storage area where material cut or copied from a file is kept for	10	Piece	1,000.00
10	CLIP	backfold, 41mm, 12s/box	2	Box	360.00
11	COMPUTER CONTINUOUS FORM	3 ply 11" x 9-1/2"(500sheets/box)	8	Box	6,955.52

12	CORK BOARD	Wall mount, 3x4 ft	2	Piece	1,000.00
13	DESK TRAY	3 Layers, wiremesh	7	Piece	4,235.00
14	ENVELOPE	Expanding, Plastic	65	Piece	2,275.00
15	FASTENER	Coated vinyl, Plastic, 70mm, 50sets/box	138	Box	13,110.00
16	FASTENER	plastic, 70mm, 50sets/box	7	Box	700.00
17	FOLDER	Level Arch File Folder, long	7	Piece	1,260.00
18	FOLDER	Moroccan Embossed Slide Folder, long	1	Pack	300.00
19	FOLDER	Tagboard, folder with tab, legal, white (100pcs/pack)	1	Pack	403.25
20	GLUE STICK	Hot Melt, Big	405	Piece	7,350.75
21	GLUE STICK	Hot Melt, Small	715	Piece	11,547.25
22	GLUE STICK	Multi-Purpose, Retractable, Quick drying, 8g	5	Piece	75.00
23	GLUE STICK	Washable, Big, 36 grams (for Diploma)	50	Piece	1,815.00
24	GLUE	All purpose	16	Tube	960.00
25	GLUE	solid white, 22 grams.	43	Tube	2,601.50
26	ID CASE	PVC ID Card	20	Piece	2,000.00
27	ID HOLDER	with ID case	20	Piece	1,600.00
28	ILLUSTRATION BOARD	30X40", 2ply	46	Piece	2,226.40
29	INDEX TAB	colored	3	Box	540.00
30	INK REFILL	Black, Type: Refill (Whiteboard-type marker), Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	15	Bottle	2,550.00
31	INK REFILL	For Permanent Marker Black, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	22	Bottle	2,662.00
32	INK REFILL	For Whiteboard Marker, Black, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	148	Bottle	27,676.00
33	INK REFILL	permanent marker, black	8	Bottle	1,936.00
34	INK REFILL	WHITEBOARD MARKER BLUE, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	29	Bottle	5,423.00
35	INK REFILL	WHITEBOARD MARKER GREEN, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	7	Bottle	1,309.00
36	INK REFILL	WHITEBOARD MARKER RED, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper.	9	Bottle	1,683.00
37	LAMINATING FILM	A4 250/125 microns	1	Ream	400.00
38	LANYARD	LANYARD	40	Piece	3,600.00
39	MANILA PAPER	36x48, folded, 10s/pack	1	Pack	110.00
40	MARKER PEN	Plastic, permanent, with fine marker point (0.5) for validation of School ID	20	Piece	1,210.00
41	MARKER	MARKER, Green, Type: Marker (Whiteboard-type), Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm, Weight: 16.0g, Refillable.	60	Piece	4,950.00
42	MARKER	Red, Type: Marker Whiteboard-type, Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm, Refillable	5	Piece	375.00
43	MARKER	REFILLABLE PERMANENT BLACK, Ink: Alcohol-Based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.00mm, Weight: 16.2g	220	Piece	12,100.00
44	MARKER	REFILLABLE PERMANENT BLUE, Ink: Alcohol-Based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.00mm, Weight: 16.2g	30	Piece	1,650.00
45	MARKER	REFILLABLE PERMANENT RED Ink: Alcohol-Based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.00mm, Weight: 16.2g	20	Piece	1,100.00

46	MARKER	REFILLABLE WHITEBOARD BLACK, Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm	291	Piece	24,007.50
47	MARKER	REFILLABLE WHITEBOARD BLUE, Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm	137	Piece	11,302.50
48	MARKER	REFILLABLE WHITEBOARD RED; Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm	75	Piece	6,187.50
49	NOTE PAD	Stick On, 2"x3"	13	Pad	676.00
50	NOTE PAD	Stick On, 3x4, 100 sheets/pad	5	Pad	375.00
51	NOTE PAD	Stick On, 45mmx12mm	5	Pad	375.00
52	BOND PAPER	A3, 297mm x 420mm, 70gsm	35	Ream	27,951.00
53	BOND PAPER	A3, Substance 24, 80gsm	2	Ream	1,210.00
54	PAPER	board premium, A4, 100sheets/pack	5	Pack	2,117.50
55	PAPER, Index Card	3"x5", ruled both sides, 500 pcs/pack	3	Pack	363.00
56	BOND PAPER	Short, 8.5x11	3	Ream	660.00
57	PAPER	Specialty Paper, 70gsm, Cream, Legal	7	Pack	315.00
58	PAPER, VELLUM	8.5" x 12" 200gsm white (10's/pack)	18	Pack	630.00
59	PAPER	Vellum Board, White, 180gsm, Legal, 10 sheets per pack	5	Pack	350.00
60	PAPER	Vellum, Legal, Plain, 120gsm	5	Pack	1,650.00
61	PAPER	Yellow Pad	10	Pad	165.00
62	PEN	gel type, black, 0.5mm needle tip, 12pcs/box	1	Box	300.00
63	PEN	Gel Type, Black, fine point 0.7mm, retractable, 12pcs/box	3	Box	900.00
64	PEN	Gel Type, Red, fine point 0.5mm, retractable, 12pcs/box	3	Box	900.00
65	PEN	Gel Type, Red, fine point 0.7mm, retractable, 12pcs/box	3	Box	900.00
66	PEN	Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable	22	Piece	770.00
67	PEN	Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable	60	Piece	2,100.00
68	PEN	Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable	10	Piece	350.00
69	PENCIL	lead/graphite with eraser (12pcs/box)	2	Box	89.42
70	PHOTO PAPER	A4, High glossy, 230gsm, 20sheets/pack	8	Pack	1,790.80
71	PIN	DRESSMAKER W/ HEAD COLORED	4	Pack	726.00
72	PIN	Push/Cork, flat head type, assorted colors, 100pcs/case	15	Pack	1,270.50
73	PUSH	Pins	10	Box	1,650.00
74	PVC COVER	Legal, 8.5" x 13", 300 Micron	1	Piece	19.80
75	RECORD BOOK	500 pages, size: 214mm x 278 mm min	16	Box	2,128.16
76	RIBBON CART	R7310, correctable cassette ribbon, for Olympia compact 5 DM. (cart)	3	Piece	1,815.00
77	RING BINDER	D-Type 3 ring binder, Legal, PVC hard cover, 3" inch ring, D-ring	10	Piece	4,840.00
78	RING BINDER	Plastic, 12mm, 110 sheets, (1 dozen)	1	Bundle	300.00
79	RING BINDER	Plastic, 16mm, 150 sheets, (1 dozen)	1	Bundle	350.00
80	RING BINDER	Plastic, 24mm, 220 sheets, (1 dozen)	1	Bundle	520.00
81	SCIENTIFIC CALCULATOR	417 Function, Fraction calculation, Combination and Permutation, Statistics New equation mode, 9 variable memories Table	1	Unit	2,200.00
82	SLIDING FOLDER	Assorted Color, Legal	25	Piece	375.00
83	SPOOL	R14216 Lift off tape with Swintec	3	Piece	3,630.00
84	STAMP PAD INK	Black, 50ml	3	Bottle	95.40

85	STAMP PAD INK	Blue, 50ml	2	Bottle	63.60
86	STAPLE WIRE	STAPLE WIRE, 10mm, 1000pcs/box STAPLE WIRE, 6mm,1000pcs/box	3	Box	330.00
87	STAPLE WIRE	6mm,1000pcs/box	3	Box	330.00
88	STAPLE WIRE	For gun tacker HT21, 2000/box	3	Box	330.00
89	STAPLE WIRE	for Gun Tacker, 10.00MM (1000 staples)	2	Box	200.00
90	STAPLE WIRE	for Gun Tacker, Stainless Steel, 13/4-6-8mm	2	Box	140.00
91	STAPLE WIRE	for Gun Tacker, Stainless Steel, 4-6-8mm	1	Box	80.00
92	STAPLE WIRE	No. 10	13	Box	260.00
93	STICKER PAPER	(white) 8.5" x 13" (legal) matte type (10sheets/pack)	5	Pack	1,512.50
94	STICKER PAPER	A4, Matte, 10's/pack	10	Pack	3,025.00
95	STICKER PAPER	glossy, A4 (10's per pack).	17	Pack	3,496.90
96	STICKY NOTES	3x3, 100 Sheets/Pad	9	Pad	472.50
97	STICKY NOTES	3x3, Assorted bright colors, self-adhesive. 5 pcs/pack	3	Pack	450.00
98	STICKY NOTES	3x4, 100 sheets/pad	10	Pad	652.10
99	STORAGE BOX	Plastic, 41cmx28.5x24	5	Piece	2,500.00
100	STORAGE BOX	Plastic, 75 liters	2	Piece	1,600.00
101	TAPE	Double sided tape tissue 12mm x 30m, big roll	2	Roll	400.00
102	TAPE	double sided thin 15mm x 8 meters	5	Roll	100.00
103	TAPE	Double Sided, 18mmx1mm	7	Piece	1,694.00
104	TAPE	Double sided, 24mm, 50meters	7	Roll	719.95
105	TAPE	TAPE, Double-sided 50mm x 50 meters.	11	Roll	3,061.30
106	TAPE	Packaging/Scotch Tape, 2"	3	Roll	198.00
107	TAPE	Stationery, 18MM x 50m	6	Piece	126.00
108	TAPE	Transparent, 3 inches	20	Piece	2,000.00
109	THUMB TACKS	Color: Gold, Material type: Steel	30	Box	1,452.00
110	T-PINS	1-1/2" stainless steel pins, 50pcs/mat	4	Pack	726.00

Created by

Tutchie Panlilio

Date Created

22/10/2025

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