



Republic of the Philippines
Benguet State University
 2601 La Trinidad, Benguet
 www.bsu.edu.ph

Telefax No. (074) 661-1839; Email: procurement@bsu.edu.ph

REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 11-2022-0138

Name of Business : _____

DATE: 11-07-2022

Address: _____

P.R. NO. : 2022-10-1121

Email address: _____ Telephone No. _____

ABC: Php. 57,080.00

FUND SOURCE: GAA

The Benguet State University through its Bids and Awards Committee will undertake Shopping for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 15 calendar days.
- Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non- expendable supplies from date of acceptance by the University.
- Price validity shall be for a period of 30 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 5 pm of Nov. 14, 2022. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
- The item/s shall be procured by: _____ a) line item; _____ b) lot; _____ c) sub-lot
- Business Permit Number : _____, date of issue: _____, place of issue: _____
 (If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal)
- * PhilGEPS Registration Number: _____

REYNANTE B. BASCO
 Chairperson, BAC (Goods & Services)

College/Dept./Office: BSM Booked

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	12	box	STAPLE WIRE - #35			600.00		
2	1000	Pcs	ID JACKET - Jelly case, vertical, 54mm x 90mm			30,000.00		
3	12	Pcs	SCISSORS - 8", soft grip, Stainless Blade			1,800.00		
4	6	bottle	WHITEBOARD REFILL INK - 30ml, black			1,680.00		
5	100	pack	BOARD PAPER - 8.5 X 11 (short), 210 GSM, 10 sheets/pack			5,000.00		
6	100	pack	BOARD PAPER - 8.5 X 13 (legal), 210 GSM, 10 sheets/pack			8,000.00		
7	100	pack	SPECIALTY PAPER FOR OTR - 8.5 X 13 (legal), 210 GSM, Laurel design, LIGHT green, 10sheets/pack			10,000.00		
TOTAL						57,080.00		
XXXXXXXXXXXX								

Counter offers:

Delivery Period: _____

Warranty: _____

Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

 Signature over Printed Name

 Date and Time of Receipt of RFQ

* Not a ground for disqualification for failure to indicate but required as a condition for award.