



Republic of the Philippines  
**Benguet State University**  
 2601 La Trinidad, Benguet  
 www.bsu.edu.ph  
 Telefax No. (074) 661-2839; Email: procurement@bsu.edu.ph

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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

QUOTATION NO. 419  
 DATE: APR 18 2023  
 P.R. NO.: 2023-04-499  
 ABC: Php. 415,950.00  
 FUND SOURCE: ATBI Networking and Capacity  
Building Phase 2 Project

The Benguet State University through its Bids and Awards Committee will undertake NP-SUP  
 for the items listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within \_\_\_\_\_ 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 9:00 Am of April 24, 2023. 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: \_\_\_\_\_, date of OR: \_\_\_\_\_, date of renewal of \_\_\_\_\_, (if renewal of Business Permit is still on process, please indicate OR No: \_\_\_\_\_ for the payment of renewal).
- \* PHIGEPS Registration Number: \_\_\_\_\_

College/Dept./Office: ATBI/IC

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

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		Unit Cost	Total Cost
				COMPLY	COUNTER OFFER		
			2ND NATIONAL AGRI-AQUA INCUBATEE SUMMIT NOTE: * <u>TE ATTACHED MENU</u>				
			MEALS AND SNACKS FOR APRIL 24, 2023				
			A) AM SNACKS MENU: PASTRIES/ANDWICH/PASTASALADS/KAKANIN/FRUITS + COFFEE/TEA/PURIFIED WATER				
			B) LUNCH MENU: SOUP + STEAMED RICE + 3 VIANDS (ANY OF THE FF: PORK, CHICKEN, FISH/SEAFOOD,BEEF) + VEGETABLES + DESSERT + PURIFIED WATER + JUICE + COFFEE & TEA			260,400.00	
			C) PM SNACKS MENU:PASTRIES/ANDWICH/PASTASALADS/ KAKANIN/FRUITS + COFFEE/TEA/PURIFIED WATER				
			D) DINNER SOUP + STEAMED RICE + 3 VIANDS (ANY OF THE FF: PORK, CHICKEN, FISH/SEAFOOD,BEEF) + VEGETABLES + DESSERT + PURIFIED WATER + JUICE + COFFEE & TEA <u>see attached additional sheet for specification</u>				
			MEALS AND SNACKS FOR APRIL 25, 2023				
			A) AM SNACKS MENU: PASTRIES/ANDWICH/PASTASALADS/KAKANIN/FRUITS + COFFEE/TEA/PURIFIED WATER				
			B) LUNCH MENU: SOUP + STEAMED RICE + 3 VIANDS (ANY OF THE FF: PORK, CHICKEN, FISH/SEAFOOD,BEEF) + VEGETABLES + DESSERT + PURIFIED WATER + JUICE + COFFEE & TEA			155,550.00	
			C) PM SNACKS MENU:PASTRIES/ANDWICH/PASTASALADS/ KAKANIN/FRUITS + COFFEE/TEA/PURIFIED WATER <u>see attached additional sheet for specification</u> XXXXXXXXXXXX				
<b>TOTAL</b>						<b>415,950.00</b>	

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.



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Specification for Meals and Snacks (RFQ No. 419)

This amount includes the following:

- Free use of the function hall and its facilities as a package service which includes the working room, parking area, comfort rooms, and registration table;
- Complete tables and chairs set-up with linen and floral centerpieces per table;
- Guest table with a floor-length tablecloth;
- Elevated platform;
- Use of digital signage, LCD projector, and white screen;
- Free access to the internet;
- Use of a basic sound system with two wireless microphones and standby technical assistance;
- Well-appointed lighting system; and
- Free-flowing coffee, tea, and water throughout the event.