



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

Name of Owner/Corporation/Cooperative/Agency: \_\_\_\_\_

QUOTATION NO. 444

Name of Business : \_\_\_\_\_

DATE: APR 24 2023

Address: \_\_\_\_\_

P.R. NO. : 2023-04-555

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: Php. 112,250.00  
 FUND SOURCE: 163

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

- All entries must be written legibly and accurately.
- Delivery period is within <sup>30</sup> 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 <sup>3</sup> 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 10:00 AM of May 2, 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: \_\_\_\_\_  
 \_\_\_\_\_, (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: **MARKETING CENTER**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	50	pcs	Drip Coffee 10's (flavored: hazelnut, mocha, vanilla, italian espresso- pouch)			11,500.00		
2	50	pcs	Drip Coffee 20's (flavored: hazelnut, mocha, vanilla, italian espresso-pouch)			16,000.00		
3	50	pcs	Drip Coffee 10's-arabica (pouch)			11,750.00		
4	75	pcs	Drip Coffee 10's- (blend=arabica+robusta, pouch)			17,250.00		
5	50	pcs	Drip Coffee 20's-arabica (box)			23,500.00		
6	75	pcs	Ground Coffee 200g-arabica (pouch)			17,625.00		
7	75	pcs	Ground Coffee 200g- (blend=arabica+robusta,pouch)			14,625.00		
<b>TOTAL</b>						<b>112,250.00</b>		
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.