



Republic of the Philippines
Benguet State University

2004 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. 04

Name of Business : _____

DATE: DEC 20 2023

Address: _____

P.R. NO. : 2024-56

Email address: _____ Telephone No. _____

ABC: Php. 150,000.00

FUND SOURCE: GMA

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

- All entries must be written legibly and accurately.
- Delivery period is within staggered delivery 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 10:00 Am of Jan. 8, 2024. 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: _____

REYMANTE R. BASCO
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **UPAO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	6,000	pcs	Printing of SHAMAG (newsletter), 9"x12" (spreadsheet: 18"x24"), 130 gsm paper, glossy paper, in full color, 8 pages, 500 copies per month (January-December 2024), Printing and delivery: within 3 calendar days, Must provide printed sample of the attached design			150,000.00		
TOTAL								
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.