



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: \_\_\_\_\_  
 Name of Business : \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

QUOTATION NO. 209  
 DATE: MAR 12 2024  
 P.R. NO.: 2024-03-440  
 ABC: Php. 104, 175.00  
 FUND SOURCE: DTI

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 5:00 PM of MARCH 19, 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: \_\_\_\_\_

**SAMUEL S. POLIDEN**  
 Chairperson, BAC (Goods & Services)

**College/Dept./Office BAKERY PROJECT**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	box	Ballpen, 0.55mm ballpoint, fine, black			250.00		
2	1	box	Ballpen, 0.55mm ballpoint, fine, blue			250.00		
3	10	box	Binder clamp 3/4 for paper by 12 pcs			2,500.00		
4	10	box	Binder clamp 1" for paper by 12 pcs			3,000.00		
5	10	box	Binder clamp 2" for paper by 12pcs			3,500.00		
6	10	rolls	Cash register tape			1,000.00		
7	18	pieces	Correction tape, 8 meters			450.00		
8	1	set	Fastener plastic 50 sets assorted color: red, blue, yellow, white & green			75.00		
9	2	box	Marker permanent, black			700.00		
10	2	box	Marker permanent, blue			700.00		
11	2	cases	Packing tape clear 2"			8,000.00		
12	5	cases	Price label tape			12,500.00		
13	10	cases	Sealing tape plastic 12mm x 40m			35,000.00		
14	10	cases	Scotchtape clear 1" x 50m			23,000.00		
15	2	boxes	Staple wire #35			200.00		
16	10	reams	Bond paper A4 80GSM			2,000.00		
17	10	reams	Bond long 8.5 x 13,80GSM			2,250.00		
18	1	bundle	Folder with tab, A4 100pcs per bundle, color: white			450.00		
19	1	bundle	Folder with tab, long 100pcs per bundle, color: white			500.00		
20	5	pieces	Record book 300pp, blue			850.00		
21	20	reams	Sticker paper A4 glossy 100 sheets			7,000.00		
			<b>TOTAL</b>			<b>104,175.00</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.