



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)

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 684
 Name of Business : _____ DATE: JUN 20 2022
 Address: _____ P.R. NO. : 2022-06-734
 Email address: _____ Telephone No. _____ ABC: Php. 372,000.00

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

- All entries must be written legibly and accurately.
- Delivery period is within 5 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 31 calendar days upon receipt of RFQ.
- 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: _____

College/Dept./Office: UPAO

REYNANTE B. BASCO
Chairperson, BAC (Goods & Services)
6-21-22

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	4,000	pcs	GRADUATION SOUVENIR PROGRAM, Printing and Binding: Size: 6x9inches Cover- glossy, full color Inside pages- first 15 pages colored, other pages - black and white, 120-125 pages Saddle binding			372,000.00		
TOTAL						372,000.00		
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

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