



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: \_\_\_\_\_

QUOTATION NO. 75

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

DATE: FEB 03 2023

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

P.R. NO. : 2023-01-106

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

ABC: Php. 360,000.00

FUND SOURCE: RF 161

The Benguet State University through its Bids and Awards Committee will undertake negotiated 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 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 FEB. 10, 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: **FOOD PROCESSING CENTER**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	25,000	pcs	5 (2.5 + 2.5) inches X 8 inches COPP Printed Polybag Plastic Packaging			57,500.00		
2	25	packs	6 inches X 8 inches PE Bags Plastic Packaging, 1000 pcs per pack			12,500.00		
3	22	packs	Cap Seal, transparent, 58 mm X 1000 pcs per pack			14,998.50		
4	4	reams	Cellophane Wrapper, transparent, 39.2 inches X 37 inches, 500 pcs per ream			18,000.00		
5	2	reams	Cellophane Wrapper, orange, 39.2 inches X 37 inches, 500 pcs per ream			9,000.00		
<b>TOTAL</b>						<b>111,998.50</b>		
<b>XXXXXXXXXX</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.