



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. 890

Name of Business : _____

DATE: JUL 19 2023

Address: _____

P.R. NO. : 2023-03-473

Email address: _____ Telephone No. _____

ABC: Php. 89,172.29

FUND SOURCE: UBA Devt Fund

The Benguet State University through its Bids and Awards Committee will undertake Agency to Agency t 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 July 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: UBA

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
BATTERIES AND CELLS AND ACCESSORIES								
1	4	pack	Battery, dry cell, size AA, two pieces per blister pack			90.16		
2	2	pack	Battery, dry cell, size AAA, two oieces per blister pack			40.34		
CLEANING EQUIPMENT AND SUPPLIES								
3	4	can	Disinfectant spray, Aerosole tytre, 400g			615.52		
4	20	pack	Trashbag, black 37"x40", XL (10pcs/pk or roll)			3,168.80		
Color Compounds and Dispersion								
5	5	bottle	Ink, stamp pad, 50ml, black			159.00		
Manufacturing Components and Supplies								
6	40	jar	Glue, All purpose, 200g			3,111.60		
7	26	box	Staple wire, binder type, 23/13			645.06		
8	25	box	Staple wire, standard 24/6			653.50		
9	25	box	Staple wire, standard #10			1,125.00		
10	150	roll	Tape, masking 2", polytype			10,210.50		
11	150	roll	Tape, Transparent, 1"			4,500.00		
Office Equipment and Accessories and Supplies								
12	5	tube	BLADE, for general purpose cutter/utility knife, 10 pieces per tube			81.50		
13	3	unit	CALCULATOR, Scientific, Solar powered, 10 digit LCD, 2 line display			4,392.90		
14	25	box	Clip Backfold, 19mm, 12 pcs			239.75		
15	25	box	Clip backfold, 25mm, 12pcs			405.75		
16	25	box	Clip Backfold, 32mm, 12pc			703.00		
17	25	box	CLIP, backfold, 50mm 12 pcs			1,541.00		
18	1	piece	ERASER, felt, for blackboard/whiteboard			25.10		
20	20	box	FASTENER, plastic, non-sharp edges, 50 sets per box			2,082.00		
21	25	bundle	FOLDER, Fancy with slide, legal, 50 pieces per bundle, clear plastic			7,879.25		
22	10	box	FOLDER, pressboard, 100 pieces per box			10,479.00		
23	10	pc	MARKER, Permanent, Black			82.20		
24	10	pc	MARKER, Permanent, Blue			82.20		
25	10	pc	MARKER, Whiteboard, Black			106.20		

26	10	pc	MARKER, Whiteboard, Blue			106.20		
27	10	pc	MARKER, Whiteboard, Red			106.20		
28	20	box	PAPER CLIP, vinly/plastic coated, 33mm			194.00		
29	20	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			303.20		
30	5	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			114.35		
31	10	pai	SCISSORS, symmetrical or asymmetrical			367.10		
32	2	unit	STAPLER, heavy duty (binder type), desktop			1,953.96		
Paper Materials and Products								
33	15	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			611.55		
34	15	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			978.15		
35	15	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			858.00		
36	30	pad	PAPER, MULTICOPY A4, 500 sheets per ream			5,466.60		
37	25	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream 80gsm			5,202.50		
38	30	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream 80gsm			4,545.30		
39	25	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream sgm			4,370.00		
40	20	box	PAPER, parchment, 100 sheets per box			2,157.20		
41	69	pack	Toilet paper, 2ply, 12 rolls, scented, soft and fit			6,551.55		
Perfumes or Colognes or Fragrances								
42	15	bottle	Liquid hand sanitizer, 500ml			1,334.10		
Pesticides or Pest Repellants								
43	10	pcs	Insecticide, 600ml			1,533.00		
TOTAL						89,172.29		
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.

Revised: 9/19/2022

RFQ 890