



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. 1421  
DATE: NOV 21 2022  
P.R. NO. : 2022-11-1229  
ABC: **Php. 55,000.00**  
FUND SOURCE: \_\_\_\_\_ IGI

The Benguet State University through its Bids and Awards Committee will undertake NP-517  
for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 7 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 25 of **November 2022**. 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: SECURITY OFFICE

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1000	pcs	<i>Printing of</i> Gate Pass sticker for BSU employees and students with dimension of 2" x 3" (sample Attached)			55,000.00		
<b>TOTAL</b>						<b>55,000.00</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.