



REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____
 Name of Business : _____
 Address: _____
 Email address: _____ Telephone No. _____

QUOTATION NO. 1209
 DATE: October 04, 2023
 P.R. NO. 2023-10-1239
 ABC: Php. 529,000.00
 FUND SOURCE: GAA

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 **10** 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 **5:00pm of October 9, 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)
 10-4-23

College/Dept./Office: **PMO/ALL SECTOR**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1 (ONE) Lot Supply & Delivery of Paper Materials						529,000.00		
1	1000	ream	Bond Paper, Size A4, 80gsm, 8.3 x 11.7 inches (210 x 297mm), 500sheets per ream			235,000.00		
2	1200	ream	Bond Paper, Size Long, 80gsm, 8.5 x 13 inches (216 x 330mm), 500sheets per ream			294,000.00		
*****Nothing Follows*****								

Note: Kindly indicate unit price per item.

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.