



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. 1315

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

DATE: OCT 27 2023

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

P.R. NO. : 2023-09-1215

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

ABC: Php. 58,664.44

FUND SOURCE: 911 (EPN DA-BAR Project)

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 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 Nov. 7, 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: \_\_\_\_\_

*for Cheryl Benavente*  
**REYNANTE B. BASCO**  
Chairperson, BAC (Goods & Services)

College/Dept./Office: **IHFSA-DA-BAR EPN PROJECT**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	5	box	Ballpen, 0.4mm Ballpoint, Fine (Black), 12 pcs per box			2,175.00		
2	1	box	Ballpen, 0.4mm Ballpoint, Fine (Blue), 12 pcs per box			435.00		
3	1	box	Ballpen, 0.4mm Ballpoint, Fine (Red), 12 pcs per box			435.00		
4	10	pcs	Battery, Dry Cell, AA, 1.5 Volts, Alkaline			300.00		
5	10	pcs	Battery, Dry Cell, AAA, 1.5 Volts, Alkaline			300.00		
6	2	pcs	Book Tape, 3" X 25m, Green			856.00		
7	10	pcs	Correction Tape, Disposable, Usable Length: 10m min			330.00		
8	15	pcs	Duct Tape, 2", 48mm X 11 Yards, Red			1,200.00		
9	1	box	Staple Wire, 23/17mm, 1000 pcs per box			90.00		
10	1	pc	Hot Melt Glue Gun, Big			300.00		
11	4	box	Laboratory Twin Tip Marker - Black (Box Of 12S)			3,400.00		
12	3	box	Marker, Permanent, Bullet Type, Black, 12 pcs per box			1,410.00		
13	1	box	Marker, Permanent, Bullet Type, Blue, 12 pcs per box			470.00		
14	5	bot.	Multipurpose Glue, White, 130g/Bottle			275.00		
			Paper Cutter, Material Type: Wood					

22	20	ream	Bond Paper, "A4", 80 gsm, ream			5,460.00		
23	20	ream	Bond Paper, Legal, 8"X13", 80 gsm, ream			5,700.00		
24	5	tube	Price Tag Label Sticker Roll, White, Red Lined, 10 rolls per tube			725.00		
25	7	packs	Specialty Paper, A4, 220gsm, Pale Cream, 10 pcs/pack			294.00		
26	7	packs	Specialty Paper, Legal, 220gsm, Pale Cream, 10 pcs/pack			322.00		
			<b>TOTAL</b>			<b>58,664.44</b>		
			<b>XXXXXXXXXXXX</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.

Revised: 9/19/2022

*alb*