



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

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

QUOTATION NO. 1340  
 DATE: **November 06, 2023**  
 P.R. NO. **2023-08-1093**  
 ABC: Php. **11,300.00**  
 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 10:00am of November 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)

College/Dept./Office: **BSU-COA**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>1 (ONE) Lot Supply &amp; Delivery of Office Supplies</b>						<b>11,300.00</b>		
<b>1</b>	1	box	FASTENER, Plastic Long Clip 8.5", 70mm, 50sets/box			120.00		
<b>2</b>	1	pack	PUSH PINS, 100pcs/pack			80.00		
<b>3</b>	1	pack	MAGNETIC PIN, whiteboard, 30mm			70.00		
<b>4</b>	20	ream	BOND PAPER, Short, 8.5"x11", 80gsm			4,400.00		
<b>5</b>	20	ream	BOND PAPER, Long, 8.5"x13", 80gsm			5,000.00		
<b>6</b>	6	pack	TISSUE PAPER, Upsize 2ply 400sheets, 12roll/pack			1,500.00		
<b>7</b>	2	pack	PARCHMENT PAPER, Short, 180gsm, 10pcs/pack			130.00		
*****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.