



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. 1423

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

DATE: NOV 13 2023

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

P.R. NO. : 2023-11-1366

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

ABC: Php. 169,000.00

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 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. 20, 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: HRDO

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
7	1	lot	TRAINING KIT					
	800	pc	Ballpen, 0.5mm fine ballpoint, black/blue			12,000.00		
	800	pc	Notebook, hardbound with garter, atleast 5" x 7", customized <i>(see attached design)</i>			96,000.00		
	800	pc	Clear envelope with gusset and string closure, A5 size, horizontal access, various colors, cu:			36,000.00		
	800	pc	Alcohol Spray Bottle, 50 ml portable card type with jelly case			25,000.00		
<b>TOTAL</b>						<b>169,000.00</b>		
<b>XXXXXXXXXXXX</b>								

Counter offers:

Delivery Period: \_\_\_\_\_

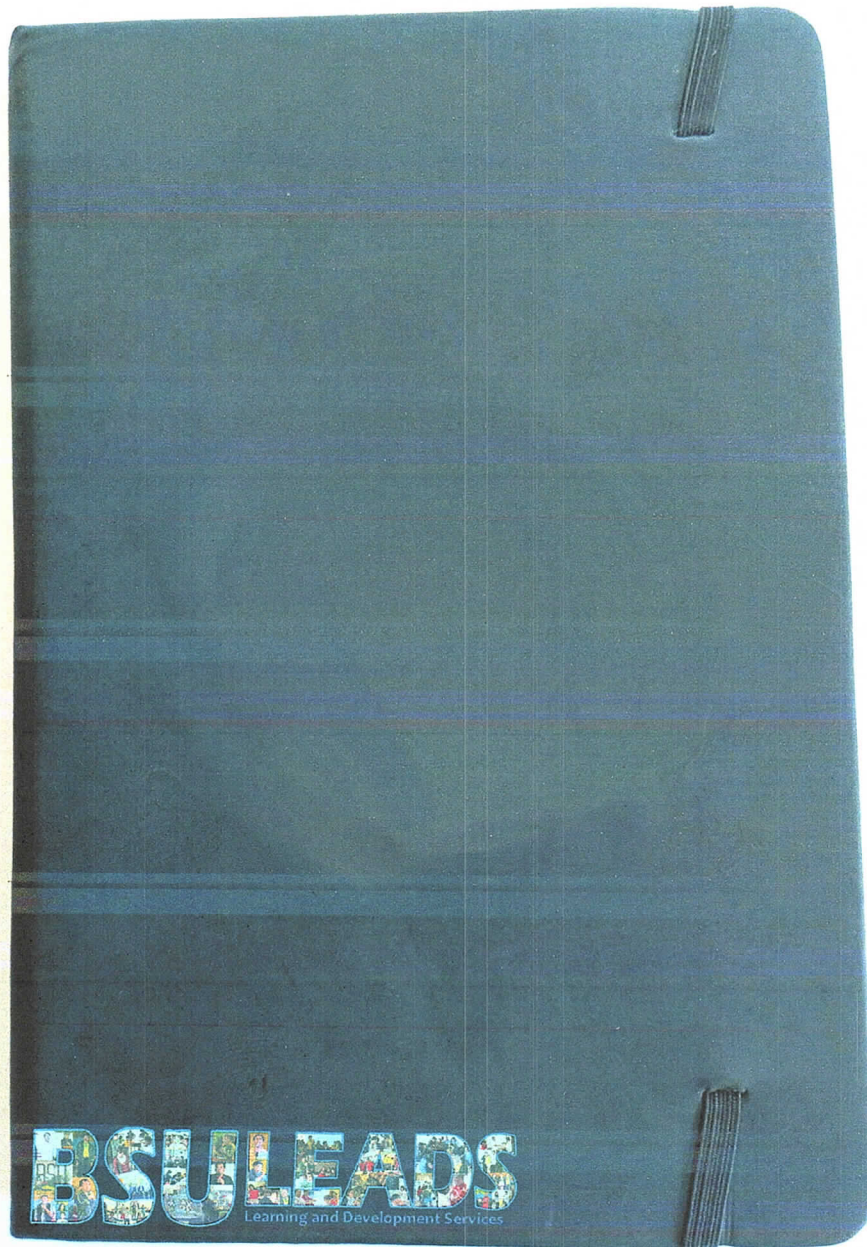
Warranty: \_\_\_\_\_

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



**BSU LEADS**  
Learning and Development Services