



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

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

QUOTATION NO. 160  
 DATE: MAR 05 2024  
 P.R. NO. : 2024-02-208,228,230,231,296  
 ABC: Php. 109,668.60  
 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 **5:00pm** of March 10, 2024 . 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: \_\_\_\_\_

**SAMUEL S. POLIDEN**  
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **CF, ASD, CA, CAH**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1 (One) Lot Supply and Delivery of Office Supplies & Paper Materials						109,668.60		
1	133	pc	Ballpen, 0.5mm Ballpoint , Fine & Smooth Ink , (Black)			1,995.00		
2	145	pc	Ballpen, 0.5mm Ballpoint, Fine & Smooth Ink (Blue)			2,175.00		
3	108	pc	Ballpen, 0.5mm Ballpoint, Fine & Smooth Ink (Red)			1,620.00		
4	36	pc	Ballpen, 0.5mm Ballpoint, Fine & Smooth Ink (Green)			540.00		
5	108	pc	Ballpen, 0.7mm Ballpoint, Fine & Smooth Ink (Black)			1,620.00		
6	4	pc	Battery for range finder, CR2, 3V, Lithium			1,400.00		
7	2	box	Chalk, White, Non-toxic, Less dust, Size: 0.9cm D x 8.0cm L, Marks & Erases Easily, 100pcs/box			114.00		
8	1	pc	Cork Board 36x48 inches with silver aluminum frame built with ABS plastic corner, Easily mount the cork board vertically or horizontally with attached mounting hardware			2,500.00		
9	3	roll	Double Sided Tape w/ foam, 1" , min 5meters/roll			270.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
10	8	roll	Double Sided Tape w/o foam, 1" , min 10meters/roll			240.00		
11	5	roll	Duct Tape, adhesive, 1.88 inches x 25 yards/roll			325.00		
12	50	pc	Folder Pressboard Expanding, Size: Legal, Color: White			1,500.00		
13	2	box	Hot Melt Glue Strips 2mm wide for Book Binding Hot Melt binding machine, 100pcs/box			900.00		
14	2	pc	Mouse Pad, Silicone, with gel wrist rest, Non Toxic & Non-slip Base, Dimension:190*230*25mm			330.00		
15	5	pc	Tape Measure, Fiberglass, 50meters, Color: Yellow			7,500.00		
16	23	ream	Bond Paper, Letter, 80gsm, 8.5" x 11" , (216mm x 279mm), 500 sheets/ream			5,060.00		
17	135	ream	Bond Paper, A4, 80gsm, 8.3" x 11.7" , (210mm x 297mm), 500 sheets/ream			31,725.00		
18	175	ream	Bond Paper, Long, 80 gsm, 8.5" x 13" , (216mm x 330mm), 500sheets/ream			44,625.00		
19	1	ream	Specialty Paper, A4, 220gsm, Pale Cream, 500pcs/ream			1,602.72		
20	60	pack	Specialty Paper, Legal, 80gsm, 10pcs/pack			2,400.00		
21	4	pack	Sticker Paper, A4, Matte, White 100pcs/pack			864.00		
22	4	pack	Sticker Paper, Legal, Matte, White 10pcs/pack			362.88		
XXXXXXXXXXXX								

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.

Revised: 9/19/2022

RFQ 160