



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

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

QUOTATION NO. 234
 DATE: MAR 07 2023
 P.R. NO. : 2023-01-96,9798 ; 2023-02-189,266,271,291,295,310,368,330
 ABC: Php. 44,225.50
 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 13, 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: **VARIOUS OFFICE**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1 (ONE) LOT SUPPLY & DELIVERY OF OFFICE SUPPLIES & PAPER MATERIALS						44,225.50		
1	96	pack	Acetate Film PVS Binding cover, Legal size, clear					
2	136	pc	Ballpen, 0.5mm Ballpoint, Fine, Black					
3	116	pc	Ballpen, 0.5mm Ballpoint, Fine, Blue					
4	18	pc	Ballpen, 0.5mm Ballpoint, Fine, Red					
5	25	pc	Certificate Holder A4					
6	10	pc	Clipboard, landscape, long size, Clip is made of stainless steel, with small holes, which can be hang on the wall, Material: Plastic+Stainless Steel, color Black					
7	1	pc	Corkboard with aluminum frame, 2ft x 3ft					
8	1	pc	Cutter/Utility Knife, for general purpose					
9	70	pc	Double Sided Tape w/o foam, 1"					
10	1	pc	Dual Funtion Automatic Numbering and Dating Machine, 10-wheel					
11	10	pc	Duct Tape , waterproof 48mmx9m					
12	8	roll	Duct Tape: 48mm x 11yd, Black					
13	8	roll	Duct Tape: 48mm x 12yd, Pink					
14	5	Unit	Electronic Calculator , 12 Digit Display, Big LCD display, Multi-funtional Big Button					
15	30	pc	Eraser , Plastic/Rubber, for pencil draft/writing					
16	1	box	Fastener , Long clip plastic 8.5", 70mm, 50sets in a box					
17	1	pc	INK Refill , Whiteboard, Black , 30ml					
18	1	pc	INK Refill , Whiteboard, Blue , 30ml					
19	1	pc	INK Refill , Whiteboard, Red , 30ml					
20	1	pc	Magnet Pin , Whiteboard, 30mm					

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
21	5	pad	Note Pad , Stick on, 2"x3", 100sheets/pad					
22	3	Unit	Paper Organizer Tray 3 Layer: Metal, color Black					
23	2	Unit	Scientific Calculator ; Natural textbook display, Battery operated, AAA, High-resolution display screen, Plastic Keys					
24	2	pc	Scissors , symmetrical/asymmetrical					
25	48	pc	Sign Pen, Violet , Liquid/Gel Ink, 0.5mm Needle tip					
26	4	pc	Staple Remover , plier type					
27	5	box	Tabs, Strip Tabbing, Clear					
28	30	pc	Tape , Transparent, width: 24mm					
29	10	Unit	Wallclock , big, Analogue, 15" round, plastic frame; all around number; color white bif numbers, black background; 1 AA battery					
30	1	pc	White Board, 4x6 feet , Magnetic, wall type					
31	1	pc	White Board with aluminum frame, Magnetic, 3ft x 3ft					
32	10	pack	Printable Sticker Paper, A4 size					
33	10	pack	Printable Sticker Paper, Legal size					
34	10	pack	Specialty Paper, A4 Size, pale cream					
35	10	pack	Specialty Paper, Legal Size, pale cream					
36	10	pack	Specialty Paper, Legal Size, White					
37	10	pack	Specialty Paper, Letter Size, White					

*****Nothing Follows*****

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

PRF 96, . . .

RFQ 23A