



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

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

QUOTATION NO. 280
 DATE: April 25, 2024
 P.R. NO.: 2024-02-332
 ABC: Php. 130,400.00
 FUND SOURCE: GAA

The Benguet State University through its Bids and Awards Committee will undertake **AGENCY TO AGENCY** for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within **30** 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 April 3, 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: **CASHIERING OFFICE**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
Supply and Delivery of Official Receipt Booklet for Benguet State University						130,400.00		
1	400	PAD/BOOKLET	OFFICIAL RECEIPT BOOKLET, Size: Length: 8.5" ; Width 4.5" , 50pcs per pad/booklet (see attached design)					
			XXXXXXXXXX					

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.



REPUBLIC OF THE PHILIPPINES
BENGUET STATE UNIVERSITY
La Trinidad, Benguet



www.bsu.edu.ph

Vision: "BSU as an International Smart University
engendering graduates to walk the intergenerational highways."

OFFICIAL RECEIPT

Date	Number
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Payor

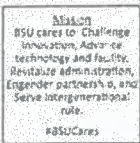
Nature of Collection	Fund	Acct. Code	Amount
			P

TOTAL	P
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Amount in Words

<input type="checkbox"/> Cash	Drawee Bank	Number	Date
<input type="checkbox"/> Check			
<input type="checkbox"/> Money Order			

Received the amount stated above:



Collecting Officer

Note: Write the number and date of this receipt on the back of check or money order received

8.5 inches

4.5 inches

Sample