



Republic of the Philippines  
**Benguet State University**  
 2601 La Trinidad, Benguet  
 www.bsu.edu.ph

Telefax No. (074) 661-1839; Email: buguias.pmo@bsu.edu.ph

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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

QUOTATION NO. 2024-07-31

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

DATE: JULY 03, 2024

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

P.R. NO. :2024-05-998

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

ABC: Php. 56,250.00

FUND SOURCE: IGI Buguias -Other Business Income

The Benguet State University through its Bids and Awards Committee will undertake Negotiated Procurement-Small Value Procurement 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 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 10:00 P.M. of July 16, 2024. **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (buguias.pmo@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: \_\_\_\_\_  
 OR : \_\_\_\_\_ (If renewal of Business Permit is still on process, please indicate OR No: \_\_\_\_\_, date of renewal) for the payment of renewal).
- \* PhilGEPS Registration Number: \_\_\_\_\_

**SAMUEL S. POLIDEN**  
 Vice President for Academic Affairs  
 Chairperson

College/Dept./Office: GSO

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Supply and Delivery					
1	75	Bottle	Bottle-Epson Black 003			₱ 26,250.00		
2	75	Bottle	Bottle-Epson Black 664			₱ 30,000.00		
			x-x-x					
<b>TOTAL</b>						56,250.00		
XXXXXXXXXXXX								

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.