



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. 357

Name of Business : _____

DATE: APR 17 2024

Address: _____

P.R. NO. : 2024-04-651

Email address: _____ Telephone No. _____

ABC: Php. 92,000.00

FUND SOURCE: 163

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 April 17, 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
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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).

9. * PhilGEPS Registration Number: _____


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

College/Dept./Office: **MARKETING CENTER**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	20	box	Ballpen, 0.5mm ballpoint, fine (black), 50pcs/box			14,000.00		
3	10	box	Ballpen, 0.5mm ballpoint, fine (blue), 50pcs/box			7,000.00		
4	20	ream	Bondpaper, short 8"x11", 80 GSM			9,000.00		
5	20	pack	Brown envelope, long, 50 pieces per pack			10,000.00		
6	20	pack	Brown envelope, short, 50 pieces per pack			10,000.00		
7	80	pc	Correction Tape, disposable, length:8m min			2,000.00		
8	50	pc	Double-sided high adhesive office tape, 10mm (w)			750.00		
9	50	pc	Double-sided high adhesive office tape, 15mm (w)			1,000.00		
10	50	pc	Double-sided high adhesive office tape, 20mm (w)			1,250.00		

11	150	pc	Highlighter Pen, Assorted Colors			8,250.00		
12	150	pad	Intermediate Pad, 80 leaves per pad, 52.3 GSM			6,000.00		
13	20	box	Permanent Marker, fine, black, 12 pcs/ box			10,000.00		
14	100	pc	Yellow Intermediate Pad, 1 whole, 90 leaves			9,000.00		
15	50	pc	Yellow Intermediate Pad, 1/2 lengthwise, 90 leaves			3,750.00		
			TOTAL			92,000.00		

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

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