



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. 68

Name of Business : _____

DATE: FEB 05 2024

Address: _____

P.R. NO. : 2024-01-84

Email address: _____ Telephone No. _____

ABC: Php. 158,803.25

FUND SOURCE: SP

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 Feb. 16, 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: _____

Reynante B. Basco
REYNANTE B. BASCO
Chairperson, BAC (Goods & Services)

College/Dept./Office: **BAPTC**

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
supply and delivery of office supplies								
1	59	piece	SIGN PEN, Black, liquid or gel			₱ 1,873.25		
2	50	piece	SIGN PEN, purple, liquid or gel			₱ 1,587.50		
3	56	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			₱ 1,640.80		
4	51	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			₱ 1,337.22		
5	2	bottle	INK, for stamp pad, 50mL			₱ 82.68		
6	2	unit	ELECTRIC FAN, stand, 16" Metal Blade, 3 mode speed control			₱ 2,219.36		
7	22	jar	GLUE, all purpose, 200 grams			₱ 2,224.86		
8	125	box	STAPLE WIRE, standard 26/6			₱ 4,247.50		
9	120	roll	TAPE, electrical, vinyl, 16mmx19mmx16meters			₱ 3,338.40		
10	30	roll	TAPE, masking, 24mm			₱ 2,654.40		
11	10	roll	TAPE, masking, 48 mm			₱ 1,732.60		
12	35	roll	TAPE, packaging, 48 mm			₱ 1,119.30		

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
supply and delivery of office supplies								
13	50	roll	TAPE, transparent, 24mm			₱ 799.00		
14	10	roll	TAPE, transparent, 48 mm			₱ 322.70		
15	55	box	CLIP, backfold, 32mm			₱ 2,010.25		
16	50	piece	CORRECTION TAPE, 8 meters			₱ 824.50		
17	12	piece	DATE STAMP, dating and stamping machine			₱ 7,081.80		
18	2	box	ENVELOPE, Expanding, kraft, 100pcs/box			₱ 1,786.92		
19	12	box	FASTENER, plastic, non-sharp edges, 50 sets per box			₱ 1,887.60		
20	13	bundle	FOLDER, tagboard, white, legal, 100pcs/pack			₱ 6,500.00		
21	5	piece	MARKER, Permanent, Black			₱ 41.10		
22	20	piece	MARKER, Permanent, Blue			₱ 164.40		
23	40	piece	MARKER, Whiteboard, Black			₱ 424.80		
24	30	piece	MARKER, Whiteboard, Blue			₱ 318.60		
25	30	box	PAPER CLIP, viny/plastic coated, jumbo, 50mm			₱ 454.80		
26	15	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			₱ 343.05		
27	10	bundle	RING BINDER, plastic, 12 mm, 10 pieces per bundle			₱ 3,016.50		
28	50	box	RUBBER BAND, No. 16, 50g/box			₱ 7,436.00		
29	10	box	INDEX TAB, self-adhesive, transparent, 5 sets per box			₱ 763.60		
30	11	piece	STAMP PAD, felt			₱ 483.01		
31	1	pair	SCISSORS, symmetrical or asymmetrical			₱ 36.71		
32	20	pad	NOTE PAD, stick on, 2"x3", 100 sheets/pad			₱ 815.40		
33	20	pad	NOTE PAD, stick on, 3"x4", 100 sheets/pad			₱ 1,304.20		
34	19	pad	NOTE PAD, stick on, 3"x3", 100 sheets/pad			₱ 1,086.80		
35	410	ream	PAPER, Multipurpose, legal, 500 sheets per ream, 80gsm			₱ 85,321.00		
36	16	book	RECORD BOOK, 300 Pages			₱ 1,098.24		
37	68	can	INSECTICIDE, Mosquito spray, 600ml			₱ 10,424.40		
			XXXXX					
TOTAL						158,803.25		

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