



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

Name of Owner/ Corporation/ Cooperative/ _____ Agency: _____

QUOTATION NO. 909

Name of Business : _____

DATE: AUG 02 2023

Address: _____

P.R. NO. 2023-07-950,972

Email address: _____ Telephone No. _____

ABC: Php. 49,180.05

FUND SOURCE: GAA-FLR-2022

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 August 7, 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)
 802-28

College/Dept./Office: **CF, CIS, CN**

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						49,180.05		
1	7	bottle	Alcohol, ethyl, 68-70% scented, 500ml					
2	50	pack	Battery, dry cell, C, 1.5 volts, alkaline 2pcs/ pack					
3	25	pack	Battery, dry cell, D, 1.5 volts, alkaline 2pcs/ pack					
4	50	pcs	Battery, 3V Lithium Coin Type Battery CR-2034					
5	50	pcs	Battery, R2032 CR2025 CR2016 CR927 CR1220 Primary Lithium Button Cell Battery 3V					
6	5	pack	Binding Cover, PVC, 200 mic, Size A4, clear, 100s					
7	5	pack	Binding Cover, PVC, 200 mic, Size Long, clear, 100s					
8	30	roll	Double Sided Tape, w/ foam, 1" , 3meters/roll					
9	4	roll	Duct tape 3" color yellow, 11 yards/roll					
10	4	roll	Duct tape 3" color blue, 11 yards/roll					
11	15	pcs	OTG Flash Drive 32gb, USB 3.0 & micro-USB Interfaces (Up to 150 MB/s Read Speed)					
12	5	box	Pencil (#2 Medium) with eraser, 12pcs/box					
13	20	pack	POST-IT LABEL, index sticker, classification mark sticker, translucent note, color indicator strip					

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
14	2	bundle	Ring Binder, Plastic, spines, 1/4" (6mm), 80 rings, 10pcs/bundle					
15	2	bundle	Ring Binder, Plastic, spines, 1/2" (12mm), 80 rings, 10pcs/bundle					
16	2	bundle	Ring Binder, Plastic, spines, 3/4" (20mm), 80 rings, 10pcs/bundle					
17	4	bundle	Ring Binder, Plastic, 1-1/4" (32mm), 80 rings, 10pcs/bundle					
18	4	bundle	Ring Binder, Plastic, 1-1/2" (38mm), 80 rings, 10pcs/bundle					
19	21	pcs	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip					
20	27	roll	Toilet Tissue Paper, 2-ply, 12 rolls/pack					

*****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

RFQ 909 