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

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

QUOTATION NO. 948

Name of Business : _____

DATE: AUG 08 2023

Address: _____

P.R. NO. 2023-07-972

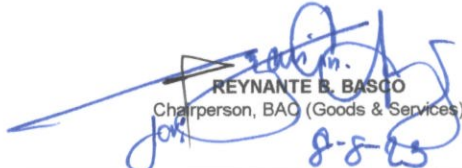
Email address: _____ Telephone No. _____

ABC: Php. 216,216.21

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 14, 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)

College/Dept./Office: 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 & Paper Materials						216,216.21		
1	100	pack	BATTERY, dry cell, AA, 1.5 volts, alkaline, 2pcs/pack					
2	100	pack	BATTERY, dry cell, AAA, 1.5 volts, alkaline, 2pcs/pack					
3	3	pack	CARTOLINA, pink, 80gsm min. 10pcs/pack					
4	3	pack	CARTOLINA, light blue, 80gsm min. 10pcs/pack					
5	3	pack	CARTOLINA, red, 80gsm min. 10pcs/pack					
6	3	pack	CARTOLINA, orange, 80gsm min. 10pcs/pack					
7	3	pack	CARTOLINA, green, 80gsm min. 10pcs/pack					
8	3	pack	CARTOLINA, yellow, 80gsm min. 10pcs/pack					
9	50	box	CLIP, BACKFOLD, all metal, clamping , 19mm, 12pcs/box					
10	50	box	CLIP, BACKFOLD, all metal, clamping , 25mm, 12pcs/box					
11	10	box	CORRECTION TAPE, disposable, length: 6m min. 12pcs/box					
12	100	pc	DATA FILE BOX, made of chipboard, with closed ends and hole					
13	100	pc	DATA FOLDER, made of chipboard, taglia lock (Arck File) Legal size					

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
14	5	box	ENVELOPE, EXPANDING, KRAFTBOARD, size Legal, 100pcs/box					
15	8	jar	GLUE, all purpose, gross weight: 200 grams min					
16	20	set	MARKER, FLOURESCENT, 3 assorted colors per set					
17	5	box	MARKER, PERMANENT, bullet type, black, 12pcs/box					
18	3	box	MARKER, Whiteboard, bullet type, black, 12pcs/box					
19	3	box	MARKER, Whiteboard, bullet type, blue, 12pcs/box					
20	50	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min					
21	50	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min					
22	300	ream	PAPER, MULTICOPY, A4, 80gsm, 210mm x 297mm					
23	300	ream	PAPER, MULTICOPY, Long, 80gsm, 216mm x 330mm					
24	5	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/boc					
25	50	pc	RECORD BOOK, 200 pages					
26	100	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip					
27	100	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip					
28	10	pc	STAPLER, STANDARDTYPE, load cap: 200 staples min					
29	20	roll	TAPE, MASKING, width: 24mm (±1mm), 50meters/roll					
30	40	roll	TAPE, TRANSPARENT, width: 24mm (±1mm), 50meters/roll					

*****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 448 