



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

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

QUOTATION NO. 987

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

DATE: AUG 15 2023

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

P.R. NO. 2023-06-745,751,766,788

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

ABC: Php. 38,831.40

FUND SOURCE: IGI

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 18, 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)  
 Jov. 8-15-23

College/Dept./Office: **ILC, CHK, NSTP,OU**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>1 (ONE) Lot Supply &amp; Delivery of Office Supplies</b>						<b>38,831.40</b>		
1	124	pc	BALLPEN, 0.5mm Ballpoint, Fine (Black)					
2	74	pc	BALLPEN, 0.5mm Ballpoint, Fine (Blue)					
3	50	pc	BALLPEN, 0.5mm Ballpoint, Fine (Red)					
4	75	roll	DOUBLE SIDED TAPE, w/o foam, 1" , 10meters/roll					
5	2	roll	PLASTIC COVER (thick, self-adhesive) 11.5" x 3 meter					
6	3	box	THUMB TACKS, 11mm, gold plated					
7	75	ream	BOND PAPER, Short, 8"x11", 80gsm					
8	20	pack	SPECIALTY PAPER, Letter, 80gsm, 10pcs/pack					
9	40	pack	STICKER PAPER, A4, Matte, White, 10pcs/pack					
10	40	pack	STICKER PAPER,, Legal, Matte, White, 10pcs/pack					

\*\*\*\*\*Nothing Follows\*\*\*\*\*

Counter offers:

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Price Validity: \_\_\_\_\_

Note: Kindly indicate unit price per item.

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.