



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)**

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

QUOTATION NO. 620

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

DATE: 6/10

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

P.R. NO. : 2022-06-709

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

ABC: Php. 270,000.00

The Benguet State University through its Bids and Awards Committee will undertake NP Small Value Procurement for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 90 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 3 calendar days upon receipt of RFQ.
- 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)  
6-10-22

College/Dept./Office: **BSU CANTEEN**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	20000	bots	Purified bottled drinking water 350ml			160,000.00		
2	5000	bots	Alkaline bottled drinking water 350ml			55,000.00		
3	5000	bots	Purified bottled drinking water 500ml			55,000.00		
			TOTAL			270,000.00		
			XXXXXXXXXXXX					

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

\* Not a ground for disqualification for failure to indicate but required as a condition for award.