



**REQUEST FOR QUOTATION (RFQ)**

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_  
 Name of Business : \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

QUOTATION NO. 1096  
 DATE: SEP 09 2024  
 P.R. NO. : 2024-07-1213  
 ABC: Php. 64,400.00  
 FUND SOURCE: SP-IGI (STF 164)

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

- All entries must be written legibly and accurately.
- Delivery period is within 45 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 Sept. 10, 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: \_\_\_\_\_, date of OR : \_\_\_\_\_ (If renewal of Business Permit is still on process, please indicate OR No: \_\_\_\_\_, date of OR : \_\_\_\_\_ for the payment of renewal).
- \* PhilGEPS Registration Number: \_\_\_\_\_

**SAMUEL S. POLIDEN**  
 Chairperson, BAC (Goods & Services)

College/Dept./Office: FSRIC

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	2300	sheet	<b>PRINTING OF PRODUCT STICKER LABELS</b> PRINTING OF PRODUCT STICKER LABELS 12"x18" per sheet - Glossy paper, RGB Color, Glossy finish. Inclusive of the service for INDIVIDUAL CUTTING of sticker labels - straight and curved edges; EASY PEEL-OFF properties  VARIETY OF 70 DESIGNS FOR THE 2300 SHEETS *Number of printed sheets and design breakdown may vary depending on the request for every delivery within the 45-day period as long as total sheets will be printed sums up to a total of 2300 sheets. <i>See attached design</i>  INSTALLMENT/ STAGGERED DELIVERY *Every 15 days within the 45 days delivery period. ONE TIME DELIVERY WILL NOT BE ACCEPTED DUE TO REQUIRED VARIETY OF DESIGNS, INDICATION OF EXPIRATION DATES ON LABELS PER REQUEST OF PRINTING, AND NUMBER OF STICKER LABELS TO BE PRINTED DEPENDING ON PRODUCED PRODUCTS PER MONTHLY OPERATIONS			64,400.00		
			<del>XXXXXXXXXX</del>			64,400.00		

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.

# SAMPLE STICKER LABEL LAY-OUT

