



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)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 760

Name of Business : _____

DATE: JUN 13 2024

Address: _____

P.R. NO. : 2024-04-742

Email address: _____ Telephone No. _____

ABC: Php. 330,000.00

FUND SOURCE: IG

The Benguet State University through its Bids and Awards Committee will undertake _____ (IP-SP) _____
 for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 3 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 June 13, 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: _____
 _____, (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: **OUR**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	3,600	pcs	GRADUATION SOUVENIR PROGRAM 2024, printing and binding, perfect binding, size: 6x9 inches Cover: in full color including inside cover, 350gsm, plastic lamination; Inside pages: matte coated paper, 100gsm, 96 pages (10 pages colored) *Must provide sample upon submission of the RFQ and a printed sample of the designed 2024 souvenir program before final printing			330,000.00		
			XXXXXXXXXX					

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.