



Republic of the Philippines

Benguet State University

BOKOD CAMPUS

PROCUREMENT OFFICE

Ambangge, Daklan, Bokod, Benguet

Email: bokod.procurement@bsu.edu.ph

REQUEST FOR QUOTATION (RFQ)

(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO.: 08-2024-84
 DATE: 08/12/2024
 Name of Business : _____ P.R. NO. : 2024-07-1215/1216
 Address: _____ ABC: Php. 73,034.00
 Email address: _____ Telephone No. _____ FUND SOURCE: GAA

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 30th 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 5PM of 08-16-2024. **Offers may be submitted in sealed or open quotation in person, or email (bokod.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: ADMIN/CAT/CBMPA/CCJE/CED

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	30	pc	SIGN PEN - Black, .5mm, Gel			1,200.00		
2	12	pc	SIGN PEN - Blue, .5mm, Gel			480.00		
3	6	pc	SIGN PEN - Red, .5mm, Gel			240.00		
4	24	pc	BALLPEN - black, 0.5 Fine			384.00		
5	36	pc	CORRECTION TAPE - 8 meters			1,296.00		
6	12	pc	CUTTER - 18mm, general purpose, snap-off			936.00		
7	20	pc	PLASTIC FILE CASE - Legal size (34.7cmx24.5cmx4cm), Yellow/Green			2,700.00		
8	12	pc	WHITEBOARD ERASER - felt, LWH: 10.9cmx2cmx5.6cm			552.00		
9	4	pc	PUNCHER - Double hole, can punch 25 sheets, Dimension (LWH): 5.75"x4"x5", with measurement, made of metal, removable chip tray			1,540.00		
10	4	pc	STAMP PAD - Refillable stamp pad, No. 2			208.00		
11	6	pc	SCISSORS - Stainless with plastic handle, 8.5"			1,098.00		
12	10	pc	STAPLER - with staple remover, use #35 staple wire, Dimension (LWH): 6.5"x1.5"x2.5"			2,860.00		
13	1	pc	LONG ARM STAPLER - Dimension (LWH): 15"x2"x3", uses #35 staple wire, all metal			500.00		
14	10	pc	RING BINDER/COMB - 46" Long, 32 mm, made of plastic			700.00		
15	10	pc	RING BINDER/COMB - 46" Long, 20 mm, made of plastic			500.00		
16	10	pc	RING BINDER/COMB - 46" Long, 12 mm, made of plastic			400.00		
17	4	pc	KEYBOARD FOR DESKTOP COMPUTER - 12 FN multimedia hotkeys, laser engraving, adjustable height, splash proof, 5V / 100mA, USB-type, compatible with Windows 7/8/8.1/10/11; Dimension (LWH): approx. 44cmx14cmx2cm			2,380.00		
18	4	pc	MOUSE - Optical, wired, USB, 3 buttons, compatible with Windows 7/8/8.1/10/11			1,812.00		
19	1	pc	EXTERNAL HARD DRIVE - 1TB, 3.0 USB, with Rescue Data Recovery Services, Password Encryption, and Customizable Backup			4,158.00		
20	15	pc	FLASH DRIVE - 16 GB, 3.0 USB			5,730.00		
21	1	box	PERMANENT MARKER - Black, Broad Tip, Refillable, 12 pcs per box			384.00		
22	1	box	PERMANENT MARKER - Blue, Fine/Round Tip, Refillable, 12 pcs per box			384.00		

23	1	box	PERMANENT MARKER - Red, Fine/Round Tip, Refillable, 12 pcs per box			384.00		
24	20	box	CLIP - backfold/binder, 19mm (¾"), 12pcs/per box			1,040.00		
25	12	box	CLIP - backfold/binder, 25mm (1"), 12pcs/per box			696.00		
26	12	box	CLIP - backfold/binder, 32mm (1 ¼"), 12pcs/per box			768.00		
27	24	box	STAPLE WIRE - No. 35			1,368.00		
28	2	box	PAPER CLIP - vinyl/plastic coated, 33mm, 100pcs/per box			70.00		
29	3	box	PAPER CLIP - vinyl/plastic coated, 50mm, 100pcs/per box			126.00		
30	36	roll	DOUBLE SIDED TAPE - Tissue type (w/o foam), 1" x 10 yards/roll, 3" core/diameter			1,728.00		
31	36	roll	SCOTCH TAPE - 1 ¾" (48mm) x 100 meters, 3" core/diameter			2,412.00		
32	2	roll	PLASTIC COVER - Gauge 2.6, 50m / roll, transparent			4,000.00		
33	2	roll	PLASTIC COVER - Gauge 4, 50m / roll, transparent			7,650.00		
34	30	pack	BATTERY - AA, heavy duty, 4pcs/pack			3,750.00		
35	30	pack	BATTERY - AAA, heavy duty, 4pcs/pack			4,200.00		
36	12	pc	PADLOCK - Big (65mm), with 3 keys			7,200.00		
37	12	pc	PADLOCK - Medium (50mm), with 3 keys			5,400.00		
38	6	pc	PADLOCK - Small (30mm), with 3 keys			1,800.00		
			TOTAL			73,034.00		
			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 and Time of Receipt of RFQ

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