



Republic of the Philippines
Benguet State University

**BOKOD CAMPUS
 PROCUREMENT OFFICE**

Ambangeg, 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.: 08-2024-85

DATE: 08/12/2024

Name of Business : _____

P.R. NO. : 2024-07-1215

Address: _____

ABC: Php. 134,220.00

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 10 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 5PM of 8-27-2024. 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/CCIE/ CED

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	300	ream	BOND PAPER - Legal (8.5" x 13"), 70 gsm			75,000.00		
2	200	ream	BOND PAPER - A4 (8 1/4" x 11 3/4"), 70 gsm			48,000.00		
3	10	pack	VELLUM BOARD PAPER - Legal, 180gsm, cream/beige			520.00		
4	10	pack	VELLUM BOARD PAPER - Letter, 180gsm, cream/beige			500.00		
5	500	pc	BROWN ENVELOPE - Long (15" x 10")			3,000.00		
6	200	pc	BROWN ENVELOPE - Short (12" x 8 3/4")			1,000.00		
7	100	pc	ENVELOPE - Expanding, Kraft, Long (15" x 10")			2,300.00		
8	200	pc	WHITE FOLDER - Ordinary, Long, Glossy			1,600.00		
9	100	pc	WHITE FOLDER - Ordinary, short, Glossy			700.00		
10	100	pc	MAILING ENVELOPE - Long, with window, plain white			800.00		
11	20	pc	NOTE PAD - stick on, 2"x 3", 100 sheets per pad			800.00		
TOTAL						134,220.00		
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.