



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)

Agency: _____ QUOTATION NO. 567
 Name of Business : _____ DATE: MAY 10 2024
 Address: _____ P.R. NO. 2024-04-738; 2024-04-635
 Email address: _____ Telephone No. _____ ABC: Php. 494, 836.00
 FUND SOURCE: 101

The Benguet State University through its Bids and Awards Committee will undertake STOPPING for the items listed below under the following terms & 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
- 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
- Deadline of submission of quotation is on or before 5:00 pm of May 17, 2024 Offers may be 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: _____
- * PhilGEPS Registration Number: _____


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

College/Dept./Office: O.U.R.

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	200	roll	Tape, Transparent, 24mm			₱5,000.00		
2	200	roll	Tape, transparent, 48mm			₱9,600.00		
3	50	box	Envelope, Mailing, 500 pcs per box #10			₱19,000.00		
4	30	box	Envelope, mailing, with window, 500 pcs per box			₱19,500.00		
5	100	piece	Pen, Sign pen blue, point 0.7			₱6,000.00		
6	100	piece	Pen, sign pen black, point 0.7			₱6,000.00		
7	150	piece	Permanent marker, black, broad tip			₱7,050.00		
8	200	piece	Correction tape, 8mx5mm			₱2,536.00		
9	100	ream	Paper, multicopy long, 500 sheets per ream 8.5"x13"			₱20,300.00		
10	100	ream	Paper, multipurpose, 500 sheets per ream 8.5"x14"			₱21,600.00		
1	5000	sheets	Diploma paper, pergamenata parchment paper, A4 size, acid free paper, natural color, 100% sulphite, neutral pH. 110gsm			₱60,000.00		
2	1270	piece	Diploma Cover, 2 folds green, leatherette, padded, with gold stamp of the University logo, can fit A4 size paper landscape			₱104,000.00		
3	36000	piece	ID validation sticker, BSU logo, 2.3cm diameter (15000 pcs second semester, 2024-2025; 15000 pcs first semester, 2025-2026; 6000 pcs MidYear Term 2025)			₱153,000.00		
4	50	piece	Glue stick, 35g (not for glue gun)			₱1,250.00		
5	10000	sheets	Specialty paper, Paparazzi, Melon, 220gsm			₱60,000.00		
TOTAL						₱494,836.00		

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

 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.