



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: _____

Name of Business : _____

Address: _____

Email address: _____ Telephone No. _____

QUOTATION NO. 988

DATE: AUG 09 2024


P.R. NO. : 2024-01-84

ABC: Php. 158,803.25

FUND SOURCE: SP

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 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 Aug. 19 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: **BAPTC**

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
supply and delivery of office supplies								
1	900	pc	Ballpen, 0.5MM Ballpoint, Fine (Black)			₱ 13,500.00		
2	580	pc	Ballpen, 0.5MM Ballpoint, Fine (Blue)			₱ 8,700.00		
3	110	pc	Ballpen, 0.5MM Ballpoint, Fine (Purple)			₱ 1,650.00		
4	50	pc	Double Sided Tape, w/o foam, 1"			₱ 1,500.00		
5	5	box	Gun Tacker Staple Wire, 6 mm			₱ 1,500.00		
6	5	box	Gun Tacker Staple Wire, 8 mm			₱ 1,500.00		
7	5	box	Gun Tacker Staple Wire, 10 mm			₱ 1,500.00		
8	12	PC	DUCT TAPE, 24mm			₱ 1,020.00		
9	12	PC	DUCT TAPE, 48 mm			₱ 1,920.00		
10	50	pc	Certificate Holder, legal size, board with plastic			₱ 7,500.00		
11	6	pc	Cork board with frame, 30x40cm			₱ 2,100.00		
12	3	pc	Document tray/organizer, 3 layers, metal, black			₱ 2,550.00		

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
supply and delivery of office supplies								
13	55	box	Push Pin, Flat head type			₱ 1,650.00		
14	44	pc	Double Sided Tape, w foam, 1"			₱ 1,320.00		
15	3	pc	Self Inking Stamp with date and "Benguet Agri-Pinoy Trading Center - Office of the General Manager" stamping mark (1-Approved, 1-Received, 1-date)			₱ 4,500.00		
16	2	pc	Dryseal; BAPTC LOGO, <i>see attached design</i>			₱ 7,400.00		
17	28	pc	Pentel Energel sign pen, 0.3mm (Blue)			₱ 3,360.00		
18	5	pc	White board, 36X24"			₱ 6,000.00		
19	5	piece	Caution tape, 3"x300m			₱ 1,750.00		
20	15	pack	Sticker paper, printable, glossy 100 sheets/pack			₱ 4,500.00		
21	20	pack	Sticker Paper, printable, matte A4, 100 sheets/pack			₱ 6,000.00		
22	29	pack	Specialty Paper, A4, 220gsm, pale cream, 10pcs/pack			₱ 4,205.00		
23	56	pack	Specialty Paper, Legal, 80gsm, 10pcs/pack			₱ 8,120.00		
			XXXXX					
TOTAL						93,745.00		

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.

Revised: 9/19/2022

GOOD FARMER, GOOD HARVEST

ENRICHING FARMERS' LIVES



For dry seal