



REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

Name of Business : _____ QUOTATION NO. 2025-10- 09

Address: _____ DATE: October 24, 2025

Email address: _____ Telephone No. _____ P.R. NO. :2025-09-52

ABC: Php. 233,170.00

FUND SOURCE: JGI Buguias

The Benguet State University through its Bids and Awards Committee will undertake Small Value Procurement for the item/s listed below under the following terms and conditions:

1. All entries must be written legibly and accurately.
2. Delivery period is within 15 Days upon receipt of NTP
3. 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.
4. Price validity shall be for a period of 30 calendar days.
5. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5:00 P.M October 29, 2025. **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (buguias.pmo@bsu.edu.ph)**
7. The item/s shall be procured by: a line item; x b) lot; c sub-lot
8. Business Permit Number : _____, date of issue: _____, date of issue: _____, (If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal).
9. * PhilGEPS Registration Number: _____

JOSEL M. FLORENTIN
BAC Chairman (Goods and Services)

College/Dept./Office: **BUGUIAS CAMPUS**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			<i>Supply and Delivery</i>					
1	23	box	Ballpen, 0.5mm ballpoint, fine (black), 12 pc/box			6,900.00		
2	23	box	Ballpen, 0.5mm ballpoint, fine (black), 12 pc/box			6,900.00		
3	23	box	Ballpen, 0.5mm ballpoint, fine (black), 12 pc/box			6,900.00		
4	40	roll	Double sided tape, with foam, 1", 3 meter/roll			1,600.00		
5	5	roll	Double sided tape, without foam, 1", 3 meter/roll			250.00		
6	154	ream	Bond Paper, A4, 80gsm			43,120.00		
7	10	ream	Bond Paper, Short 8"x11", 80gsm			2,500.00		
8	350	ream	Bond Paper, Short 8.5"x13", 80gsm			105,000.00		
9	20	box	Expanding Envelope, Brown, long			30,000.00		
10	20	pack	Pressboard Expanding folder			30,000.00		
			TOTAL			233,170.00		
			xxxxxxxxxxx					

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.