



Republic of the Philippines  
**Benguet State University**  
 2601 La Trinidad, Benguet  
 www.bsu.edu.ph  
 Telefax No. (074) 661-1839; Email: buguias.pmo@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. 2024-11-06  
 DATE: November 04, 2024  
 P.R. NO. :2024-04-759  
 ABC: Php. 105,000.00  
 FUND SOURCE: IGI Buguias

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 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 10:00 A.M. of November 11, 2024 . **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (buguias.pmo@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**  
 Vice President for Academic Affairs  
 Chairperson *Spd*

College/Dept./Office: **BSU-Buguias Campus**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>Supply and Delivery</b>								
1	300	ream	Bondpaper Long, 8.5x13", 70 gsm			<b>₱ 75,000.00</b>		
2	100	ream	Bondpaper Long, 8.5x13", 80 gsm			<b>₱ 30,000.00</b>		
			x-x-x					
			<b>TOTAL</b>			<b>105,000.00</b>		
			<b>XXXXXXXXXX</b>					

Counter offer

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.