



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.: 2025-09
 DATE: 03/04/2025
 Name of Business : _____ P.R. NO. : 2025-01-36
 Address: _____ ABC: Php. 62,500.00
 Email address: _____ Telephone No. _____ FUND SOURCE: GAA

The Benguet State University through its Bids and Awards Committee will undertake NP-SVP 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 SPM of 03-10-2025. **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: _____


JOSEL M. FLORENTIN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **BSU Bokod**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	5	pc	4-LAYER VERTICAL FILING CABINET - made of cold rolled steel plate, color: light gray, LWH: 46 cm x 62 cm x 133cm, with the following accessories: file divider, flush handle, central locking system, keys			62,500.00		
TOTAL						62,500.00		
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.