



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.: 2025-02
 DATE: 02-24-2025
 Name of Business : _____ P.R. NO.: 2025-01-31
 Address: _____ ABC: Php. 114,680.00
 Email address: _____ Telephone No. _____ FUND SOURCE: GAA

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 5PM of 3-4-2025. 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: _____

DR. JOSE M. FLORENTIN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: Administration Office

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	300	ream	BOND PAPER - Legal (8.5" x 13"), 70 gsm, 5 reams			73,500.00		
2	130	ream	BOND PAPER - A4 (8 ¼" x 11 ¾"), 70 gsm, 5 reams			30,550.00		
3	300	pc	BROWN ENVELOPE - Long (15" x 10")			1,800.00		
4	100	pc	BROWN ENVELOPE - Short (12" x 8 ¾")			500.00		
5	100	pc	ENVELOPE - Expanding, Kraft, Long (15" x 10")			2,300.00		
6	100	pc	WHITE FOLDER - Ordinary, Long, Glossy			800.00		
7	50	pc	WHITE FOLDER - Ordinary, short, Glossy			350.00		
8	20	pc	NOTE PAD - stick on, 2" x 3", 100 sheets per pad			800.00		
9	10	pack	BOARD PAPER - A4, 210gsm, 10pcs/pack, White, 10 sheets/pack			950.00		
10	10	pack	BOARD PAPER - Legal, 210gsm, 10pcs/pack, White, 10 sheets/pack			950.00		
11	10	pack	SPECIALTY PAPER - A4, 90gsm, 10pcs/pack, White, 10 sheets /pack			400.00		
12	10	pack	SPECIALTY PAPER - Legal, 90gsm, 10pcs/pack, White, 10 sheets/pack			440.00		
13	10	pack	SPECIALTY PAPER - Legal, 210gsm, 10pcs/pack, design: Laurel, color: Avocado Green, Unscented			500.00		
14	12	pc	CARTOLINA - light green			180.00		
15	12	pc	CARTOLINA - light yellow			180.00		
16	12	pc	CARTOLINA - light blue			180.00		
17	1	ream	COLORED PAPER - long, 80gsm, 250 sheets per ream, assorted color			300.00		
TOTAL						114,680.00		
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