



**REQUEST FOR QUOTATION (RFQ)**

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

QUOTATION NO. 29

Name of Business : \_\_\_\_\_

DATE: FEB 03 2025

Address: \_\_\_\_\_

P.R. NO. : 2025-12

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: Php. 72,000

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 staggered delivery 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 Feb. 7, 2025. **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: **UPAO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	2,400	pcs	Printing of SHAMAG (newsletter), 9"x12" (spreadsheet: 18"x24"), 130 gsm paper; glossy paper, full colored, 8 pages, 200 copies per month (January-December 2025), Willing to print and deliver within 3 calendar days, Must provide printed sample *With binding of the 1-year Shamag issues, 3 copies, hardbound			72,000.00		
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.