



Republic of the Philippines  
 Benguet State University  
 2601 La Trinidad, Benguet  
 www.bsu.edu.ph

Telefax No. (074) 661-1839; Email: procurement@bsu.edu.ph



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

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

QUOTATION NO. 1399

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

DATE: OCT 16 2024

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

P.R. NO. : 2024-10-1595

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

ABC: Php. 138,000.00

FUND SOURCE: 163

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

- All entries must be written legibly and accurately.
- Delivery period is within 30 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 Oct. 22 2024 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:

**MARKETING CENTER**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1000	pcs	Premium quality wine paper bag with kraft material for 750ml wine, green with printed BSU logo (3-4 inches, diameter) on one side, 4.3x14x3.5 inch			50,000.00		
2	1000	pcs	Premium quality wine paper bag with kraft material for 750ml wine, green with printed BSU logo(3-4 inches, diameter) on one side, 6.7x14x3.5 inch			60,000.00		
3	200	pcs	Christmas paper bag (kraft material), assorted design, 14x15-16x6-7 cm			5,000.00		
4	200	pcs	Christmas paper bag (kraft material), assorted design, 25-26x20x11-12cm			7,000.00		
5	200	pcs	Christmas paper bag (kraft material), assorted design, 22x17x10cm			7,000.00		
6	200	pcs	Christmas paper bag (kraft material), assorted design, 30x27x12cm			9,000.00		
			* See attached design <b>TOTAL</b>			<b>138,000.00</b>		

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.

## SAMPLE DESIGN

NOTE: The pictures were downloaded for sample purposes ONLY.  
\*DISREGARD THE WHITE SPOTS IN THE PICTURE.

-KRAFT MATERIAL

-REFER TO THE  
SIZES INDICATED IN  
THE RFQ

-WITH PRINTED BSU  
LOGO



3-4 INCHES DIAMETER

ASSORTED CHRISTMAS PAPER BAG (KRAFT MATERIAL), ASSORTED DESIGN

- REFER TO THE SIZES INDICATED IN THE RFQ

