



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 Business : _____ QUOTATION NO. 1104
 Address: _____ DATE: AUG 08 2025
 Email address: _____ Telephone No. _____ P.R. NO. 2025-04-571
 ABC: Php 306,905.00
 FUND SOURCE: IGI

The Benguet State University through its Bids and Awards Committee will undertake SVP for the

- 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 5:00 pm of Aug. 18, 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 _____
- * PhilGEPS Registration Number: _____

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

College/Dept./Office: **Office of the University Registrar**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	10	box	Ballpen, 0.5mm ballpoint, Fine (black), 12 pcs/box			P 1,980.00		
2	100	piece	Glue stick, 35g (not for glue gun)			P 2,500.00		
3	100	piece	Pen, Signing pen, pigment ink, water based, water resistant, acid free, black, 1.0mm			P 7,800.00		
4	100	piece	Pen, Signing pen, water based, water resistant, acid free, black, 0.7mm (not gel pen; for OTR)			P 6,000.00		
5	150	box	Pen, Signing pen, water based, water resistant, acid free, blue, 0.7mm (not gel pen; for OTR)			P 9,000.00		
6	150	piece	Permanent Marker, Black, Broad tip			P 7,500.00		
7	50	roll	Tape, transparent, 48mm x 2M			P 2,400.00		
8	150	ream	Bond Paper, Legal, 80gsm, 8.5" x 14", (215.9 x 355.6), 500sheets/ream			P 44,550.00		
9	150	ream	Bond Paper, long, 80 gsm, 8.5"x13" 500 (216mmx330mm) 500sheets per ream			P 42,075.00		
10	80	pack	Colored paper, 80 gsm, 8.5"x13", light/pastel colors, 100 sheets per pack			P 21,600.00		
11	1500	piece	Diploma cover, 2 folds green, leatherette with gold stamp of the University logo, can fit A4 size paper, landscape padded			P 112,500.00		
12	20	unit	Dry Seal, BSU logo, 2" diameter (not the pocket style)			P 44,000.00		
13	8	pack	Self inking stamp (sample attached)			P 4,000.00		
14	5	sheet	Puncher, heavy duty 2 holes			P 1,000.00		
TOTAL						306,905.00		
XXXXXXXXXXXX								

Counter offers:

Delivery Period: _____
 Warranty: _____
 Price Validity: _____

Signature over Printed Name

Date and Time of Receipt of RFQ