



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. 1244

Name of Business : _____
DATE: SEP 04 2023

Address: _____
P.R. NO. : 2025-03-456; 2025-04-708; 2025-04-650;
2025-04-543; 2025-03-428; 2025-04-640

Email address: _____
ABC: Php. 266,716.75
FUND SOURCE: IGI

Telephone No. _____

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

1. All entries must be written legibly and accurately.
2. Delivery period is within 15 calendar days.
3. 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.
4. Price validity shall be for a period of 30 calendar days.
5. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5:00 pm of Sep. 15, 2023. **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)**
7. The item/s shall be procured by: X **a** line item; **b** lot; **c** sub-lot
8. Business Permit Number : _____, date of issue: _____, place of issue: _____, date of OR : _____
(If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal).
9. * PhilGEPS Registration Number: _____

JOSELM FLORENTIN
Chairperson, BAC (Goods & Services)

College/Dept./Office: OVPAA; MEDICAL; DENTAL; ILC; CTE-ECDC

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	4	unit	Paper Shredder - bin capacity: 30L (min), 12 sheets (70 gsm), 8 sheets (80 gsm)			82,363.44		
2	1	unit	Binding and Punching Machine - equipped with two (2) hand lever system for punching and binding, 330 mm punching width and adjustable to any format, diameter, gauge and comb binder control, manual binding capacity: 50 mm or 425 sheets of paper (70gsm) (max)			10,488.19		
3	14	unit	Paper Trimmer/Cutting Machine - table top, paper capacity: 20-25 of multi purpose paper, paper size: B4 (max), base size: approximately: 400 x 300 mm, paper length ruler size: 33 cm (min), ruler scale: centimeter, base paper size markings: B7, B6, A5, A4, B4; width guillotine arm tension/safety bolt, includes securable sliding paper size marker, made of high quality hardened stainless steel knife, with stationary blade guard, with operating manual/instructions			143,183.04		
4	3	unit	Paper Trimmer/Cutting Machine - sliding metal base po , heavy duty, cutting length frm 12" -36 " , sheet capacity 10-20, durable metal base, cutter type : rotary trimmer			30,682.08		
			xxxxxxxxxxxx			266,716.75		

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.