



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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_ QUOTATION NO. 240  
 Name of Business : \_\_\_\_\_ DATE: MAR 07 2025  
 Address: \_\_\_\_\_ P.R. NO. : 2025-02-131  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_ ABC: Php. 70,000.00  
 FUND SOURCE: CAA

The Benguet State University through its Bids and Awards Committee will undertake \_\_\_\_\_ .S/JP  
 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 5:00 Pm of March 11, 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: \_\_\_\_\_, date of OR : \_\_\_\_\_ (if renewal of Business Permit is still on process, please indicate OR No.: \_\_\_\_\_, date of \_\_\_\_\_ for the payment of renewal).
- \* PhilGEPS Registration Number: \_\_\_\_\_

  
**JOSEL M. FLORENTIN**  
 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	100	pcs	ANNUAL REPORT 2024 PRINTING AND BINDING, A4 size, full-color, 85 pages, inside pages:C2S 148 glossy, Cover page: board paper type, glossy, Perfect binding *Must provide sample before final printing			70,000.00		
			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.