



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. 242  
 Name of Business : \_\_\_\_\_ DATE: MAR 05 2025  
 Address: \_\_\_\_\_ P.R. NO. : 2025-02-334  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_ ABC: Php. 87,500.00  
 FUND SOURCE: SP  
SVP

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

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

College/Dept./Office: BAPTC

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost	
				COMPLY	COUNTER OFFER				
<b>supply and delivery of linens</b>									
1	150	pc	Bath Towel, thick, 100% cotton, 27x54 inches, white			₱ 67,500.00			
2	40	pc	Blackout Curtain, Grommet Type, Beige, W55"xL96"			₱ 20,000.00			
			XXXXX						
<b>TOTAL</b>							<b>87,500.00</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.

Revised: 9/19/2022