



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. 245

Name of Business : _____

DATE: MAR 05 2025

Address: _____

P.R. NO. : 2025-02-257

Email address: _____ Telephone No. _____

ABC: Php. 53,177.80

FUND SOURCE: SP

The Benguet State University through its Bids and Awards Committee will undertake SHOPPING
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 90 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: _____


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

College/Dept./Office: **IHFSA (MUSCARDINE)**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	11	box	BINDER CLIPS, Metal, Black, 1", 12 pcs per box			506.00		
2	11	box	BINDER CLIPS, Metal, Black, 1 1/4", 12 pcs per box			957.00		
3	12	roll	DOUBLE SIDED TAPE, without foam, 1", 3 meter/roll			480.00		
4	12	roll	DUCT TAPE, 11 yards per roll, black, 2"			1,080.00		
5	10	box	FASTENER, plastic, long, 50 sets per box			1,050.00		
6	6	box	INDEX TAB, Transparent, Clear, 5 pcs per box			690.00		
7	6	box	SIGN PEN, black, Liquid/Gel Ink, 0.5mm Needle tip, 12/box			4,440.00		
8	6	box	SIGN PEN, blue, Liquid/Gel Ink, 0.5mm Needle tip, 12/box			4,440.00		
9	2	box	SIGN PEN, Violet, Liquid/Gel Ink, 0.5mm Needle tip, 12/ box			1,480.00		
10	12	roll	TAPE, transparent, 2" x100m per roll			840.00		
11	6	piece	MAGAZINE FILE, single, cardboard mat., at least 15.5x10x4.5", green			1,050.00		
12	11	box	BOND PAPER, A4, 80 GSM, 5 reams/box			13,420.00		

13	11	box	BOND PAPER, LEGAL, 8X13", 80 GSM, 5 reams/box			14,905.00		
14	2	box	ENVELOPE, Expanding, Kraft, 100 pieces per box			2,590.00		
15	2	box	FOLDER, pressboard, 100 pieces per box, green			2,110.00		
16	1	box	FOLDER, pressboard, 100 pieces per box, white			1,055.00		
17	30	pcs	NOTE PAD, stick on, 2"x 3", 100 sheets per pad			1,384.80		
18	10	pack	STICKER PAPER, A4, matte, white, 10 pcs/pack			700.00		
			TOTAL			53,177.80		
			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.

Revised: 9/19/2022

RFQ 245