



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. 251

Name of Business : _____

DATE: MAR 06 2025

Address: _____

P.R. NO. : 2025-02-277

Email address: _____ Telephone No. _____

ABC: Php. 71,110.00

FUND SOURCE: 163

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 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 14, 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: **MARKETING CENTER**

| Item No. | Qty | Unit | Item | Technical Specifications (Brand and Model) | | ABC | Unit Cost | Total Cost |
|----------|-----|-------|----------------------------------------------------|--------------------------------------------|---------------|------------------|-----------|------------|
| | | | | COMPLY | COUNTER OFFER | | | |
| 1 | 10 | packs | Index card 3"x5", 100's per pk | | | 360.00 | | |
| 2 | 10 | packs | Index card 4"x6", 100's per pk | | | 850.00 | | |
| 3 | 10 | packs | Index card 5"x8", 100's per pk | | | 900.00 | | |
| 4 | 100 | pads | intermediate pad, 80 leaves per pad, 52.3 gsm | | | 4,000.00 | | |
| 5 | 150 | pads | Yellow Intermediate Pad, 1 whole, 90 leaves | | | 13,500.00 | | |
| 6 | 150 | pads | Yellow Intermediate Pad, 1/2 lengthwise, 90 leaves | | | 11,250.00 | | |
| 7 | 100 | pcs | Sharpener, 2 holes, assorted colors | | | 4,000.00 | | |
| 8 | 100 | pcs | Scissors 6.5", stainless steel with plastic handle | | | 4,000.00 | | |
| 9 | 150 | pcs | Ruler 12", transparent | | | 1,500.00 | | |
| 10 | 150 | pcs | Correction Tape, disposable, length: 8m min | | | 3,750.00 | | |
| 11 | 20 | reams | Bond Paper, A4, 80 GSM | | | 9,000.00 | | |
| 12 | 30 | reams | Bond Paper, Short, 8"x11", 80 GSM | | | 13,500.00 | | |
| 13 | 20 | box | #2 Genuine pencil with eraser 12's/box | | | 3,000.00 | | |
| 14 | 60 | pcs | Eraser rubber, dust free, 41mmx18mmx11mm (LxWxH) | | | 1,500.00 | | |
| | | | | | | 71,110.00 | | |

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