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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/ Cooperativel Agency: _____

QUOTATION NO. 204

Name of Business : _____

DATE: MAR 06 2025

Address: _____

P.R. NO. : 2025-03-345

Email address: _____ Telephone No. _____

ABC: Php. 80,650.00
 FUND SOURCE: UBA - (6)

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:

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 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)
7. The item/s shall be procured by: _____ a) line item; ✓ b) lot; _____ c) sub-lot
8. 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).
9. * PhilGEPS Registration Number: _____

JOSELM. FLORENTIN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: Business Affairs Office

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	pc	5	SCISSORS, symmetrical or asymmetrical, multi purpose 8.25in, (stainless steel and plastic handle, ✓			500.00		
2	pc	4	Logical Desktop Calculator, Electronic, 12 digits Dual Power, Big Display, L-18.1 cm, W- 14.14 cm ✓			4,000.00		
3	pc	4	Puncher, 2 hole, heavy duty with lockdown handle, durable metal punches up to 25 sheets/70gsm, with adjustable paper guide, ✓			800.00		
4	pc	20	Vinyl paper clip 33mm, about 70 pcs per box ✓			600.00		
5	pc	20	Vinyl paper clip 50mm, about 70 pcs per box ✓			600.00		
6	pc	20	Black binder, backfold clip 50-51mm ✓			1,200.00		
7	pc	20	Blackbinder, backfold Clip 30mm ✓			800.00		
8	pc	2	Stapler, Heavy duty, No. 0242, bind 240 sheets, with 5 box of staples ✓			3,000.00		
9	pc	10	Stapler with remover, size: 127mmx59mm, Use max staple No.35 ✓			3,500.00		
10	pc	20	GLUE, all-purpose, 40 grams ✓			1,200.00		
11	pc	10	Utility cutter knives, retractable, 16cm, blade length: 80mm, with screw lock ✓			1,000.00		
12	pc	10	Pen Holder, metal, 3 compartments, black, 20.5x10.5x9.5cm ✓			1,000.00		
13	pc	20	CORRECTION TAPE, 8 meters, big size ✓			400.00		
14	pc	5	Stamp pad Ink, black, 60ml ✓			500.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
16	box	5	Technical pen, fine, 0.3mm-0.5mm, water proof and fade proof pigment ink 12 pcs per box			3,000.00		
17	ream	60	Bond Paper, A4, 80gsm, 8.3"x11.7" (210mmx279mm), 500 sheets/ream			16,800.00		
18	ream	70	Bond Paper, long, 80gsm, 8.5"x13" (216mmx330mm), 500 sheets/ream			21,000.00		
19	pkgs	30	Special Paper A4, 200gsm, 8.3"x11.7" (210mmx279mm) 10 sheet per pack			4,500.00		
20	pkgs	10	Sticker Paper, Vinyl, A4, waterproof glossy, matte, 20 sheets per packs			2,000.00		
21	pcs	50	Certificate Holder, A4, plastic, green			2,750.00		
22	pcs	5	Laminating Film Roll 8.5/ 12 inch 150 microns (100meters per roll)			6,000.00		
23	pcs	20	Notepads, Small size (3x3in), 200 sheets per pc, multicolor			1,000.00		
24	box	1	Expanding Envelope , long with garter, 100 pcs per box			3,000.00		
25	box	1	brown, long folder, 100s per box			1,500.00		
			TOTAL			80,650.00		
			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.

Revised: 9/19/2022

RFQ 264