



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: _____
 Name of Business : _____
 Address: _____
 Email address: _____ Telephone No. _____

QUOTATION NO. 321
 DATE: MAR 14 2025
 P.R. NO. : 2025-PB-428
 ABC: Php. 258,000.00
 FUND SOURCE: 163

The Benguet State University through its Bids and Awards Committee will undertake NP Small Value Procurement for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 30 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 20, 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. SCORANTIN
 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	100	pcks	Premium blend ground coffee 200g			21,500.00		-
2	100	pcks	Arabica Ground coffee 500g			60,000.00		
3	100	pcks	Arabica ground coffee 200g			27,000.00		
4	100	box	Arabica Drip 10's box			32,000.00		
5	100	pcks	Drip coffee flavored 10's			26,000.00		
6	100	pcks	Drip coffee flavored 20's			33,000.00		
7	150	box	Barako coffee tea bags, 4.5gx10's			22,500.00		
8	240	box	Herbal tea, assorted 20's; assorted flavors: insulin, guyabano, lemongrass, banaba, ashitaba, dandelion, gipas and ginger turmeric			36,000.00		
						258,000.00		

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

* Not a ground for disqualification for failure to indicate but required as a condition for award.