



REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 503

Name of Business : _____

DATE: APR 22 2025

Address: _____

P.R. NO. : 2025-04-591

Email address: _____ Telephone No. _____

ABC: Php. 300 000.00

FUND SOURCE: SGP

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

- All entries must be written legibly and accurately.
- Delivery period is within 3 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 April 28, 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: **UPAO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	3,000	copies	2025 Achievement Souvenir Program, printing and binding, saddle binding, size: 6x9 inches; cover: full color, 350gsm, UV laminated; Inside pages: matte coated paper, 100 gsm, 100 pages (8 pages colored) *must provide sample upon submission of the RFQ and a printed sample of the designated 2025 spovenir program before final printing			300,000.00		
			XXXXXXXXXX					

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.