



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 738

Name of Business : _____

DATE: JUN 03 2025

Address: _____

P.R. NO. : 2025-04-621

Email address: _____ Telephone No. _____

ABC: Php. 277,500.00

FUND SOURCE: 761

The Benguet State University through its Bids and Awards Committee will undertake SVP
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 June 9, 2025. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-183 9) 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	2,500	pcs	GRADUATION SOUVENIR PROGRAM 2025, printing and binding, perfect binding, size: 6x9 inches Cover: in full color including inside cover, 350gsm, plastic lamination; Inside pages: matte coated paper, 100gsm, 88 pages (15 pages colored) **Must provide a printed sample of the designed 2025 souvenir program before final printing and must print and deliver within three (3) calendar days upon approval of the sample			277,500.00		
			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.