



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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

QUOTATION NO. 756

Name of Business : \_\_\_\_\_

DATE: JUN 09 2025

Address: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: Php. 277,500.00

FUND SOURCE: IGI

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 10:00 Am of June 13, 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, BAQ (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	<b>GRADUATION SOUVENIR PROGRAM 2025</b> , printing and binding, perfect binding, size: 6x9 inches Cover: in full color including inside cover, 350gsm, plastic lamination; Inside pages: matte coated paper, 100gsm, 130 pages (18 pages colored) <b>**Must provide a printed sample of the designed 2025 so uvenir program before final printing and must print and deliver within three (3) calendar days upon approval of the sample</b>			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.