



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)

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO.: 1682
Name of Business : _____ DATE: 0CT 05 2026
Address: _____ P.R. NO.: 2026-09-16F-727
Email address: _____ Telephone No. _____ ABC: Php.: 1,197,800.00
FUND SOURCE:IGF (common)

The Benguet State University through its Bids and Awards Committee will undertake Small Value Procurement 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. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
6. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
7. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the Benguet State University shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning bidder in accordance with GPPB Resolution No. 04-2026.
8. The Benguet State University may cancel or terminate the contract at any time under any of the grounds provided under RA No. 12009.
9. Deadline of submission of quotation is on or before 5:00 Pm of Oct. 14, 2024 OFFERS shall be submitted in sealed or open quotation in person to the Procurement Management Office, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
10. The item/s shall be procured by: a) line item; ✓ b) lot; _____ c) sub-lot; _____
11. Documentary requirements to be submitted with this RFQ:
 - a. ☐ Mayor's Permit / Business Permit
 - b. ☐ Latest Income / Business Tax Return (if the total ABC is above Php 500,000.00)
 - c. ☐ Duly Notarized Omnibus Sworn Statement under RA 12009 (shall the bidder opt to submit quotations for multiple lots with a combined Approved Budget for the Contract (ABC) exceeding Php 50,000.00, or for a single lot with an ABC exceeding Php 50,000.00, the submission of the Omnibus Sworn Statement (OSS) shall be required)
 - d. ☐ PhilGEPS Registration Certificate / PhilGEPS Registration No.: _____
 - e. ☐ Certificate of Exclusivity, patents, trade secrets, or copyrights (for Direct Contracting)
 - f. ☐ Professional license (for Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)

JOSEL M. FLORENTIN
Chairperson, BAC (Goods & Services)

College/Dept./Office: ICA

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	226	pc	Perpetual academic volume license for Microsoft Office Academic License (Latest Version or 1 lower): Includes product updates, patches, and online support as provided by Microsoft for the duration of the license. Delivery: Electronic Software Download (ESD) or license key activation, with access through institutional accounts, Scope of Use: For authorized students, faculty, and staff of the academic institution, in compliance with Microsoft's academic licensing policies.				1,197,800.00	
			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
*****Nothing Follows*****								
Note: Kindly indicate unit price per item.								

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