



Republic of the Philippines
Benguet State University
2601 La Trinidad, Benguet
www.bsu.edu.ph



Tel/fax No. (074) 661-1839; Email: procurement@bsu.edu.ph
REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

Name of Business : _____

Address: _____

Email address: _____ Telephone No. _____

QUOTATION NO.: 1731

DATE: October 05, 2026

P.R. NO.: 2026-05-IGF-480

ABC: Php: 734,273.00

FUND SOURCE: IGF-PMU-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 shall be before the end of December 2026.
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. 12090
9. Deadline of submission of quotation is on or before 5:00 pm of Oct. 13, 2026 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 items shall be procured by: a) line item; L b) lot; _____ c) sub-lot; _____
11. **Documentary requirements to be submitted with this RFQ:**
 - a. Mayor's Permit / Business Permit
 - b. Oldest Income / Business Tax Return (if the total ABC is above Php 500,000.00)
 - c. Oduy 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)

JOSSEL M. LORENTIN
Chairperson, BAC (Goods & Services)

College/Dept./Office: Project Management Unit (Physical Plant Designs Unit)								
Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	4	pcs	SKETCH UP- Aided Design (CAD) software, licensed for one (1) year subscription. It is necessary for delivery of services in the preparation, review, modification, documentation of engineering, architectural, and technical drawings for the ongoing and existing projects of Benguet State University (BSU).			123,900.00		
2	5	pcs	AUTOCAD- Aided Design (CAD) software, licensed for one (1) year subscription. It is necessary for delivery of services in the preparation, review, modification, documentation of engineering, architectural, and technical drawings for the ongoing and existing projects of Benguet State University (BSU).			610,375.00		
*****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