



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)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/Corporation/Cooperative/Agency: _____

QUOTATION NO. 1021

Name of Business : _____

DATE: JUL 03 2026

Address: _____

P.R. NO. : 2026-07-BTI-172

Email address: _____ Telephone No. _____

ABC: Php. 254,950.00

FUND SOURCE: 163

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:

- All entries must be written legibly and accurately.
- Delivery period is within 30 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 July 10, 2026. 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: **MARKETING CENTER**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	150	PACKS	Arabica coffee tea bag, 12x7's			27,000.00		
2	200	BOX	Arabica coffee tea bag, 4.5x10's			30,000.00		
3	50	PACKS	Premium arabica ground coffee, 200g			16,000.00		
4	40	BOX	Premium arabica ground coffee, Pouch in box, 500g			27,200.00		
5	55	PACKS	Premium arabica ground coffee drip, 10's/box			17,600.00		
6	80	PACKS	Premium arabica ground coffee drip, 10's/pouch			22,400.00		
7	100	PACKS	Rice Coffee 350g			25,000.00		
8	50	PACKS	Sagada Arabica 250g, Dark/Medium roast, 20 Whole & 30 Ground			15,750.00		
9	25	PACKS	Sagada Arabica 500g, Dark/Medium roast, 10 Whole & 15 Ground			15,000.00		
10	50	BOX	Sagada Arabica drip 10's/box			18,750.00		
11	50	PACKS	Premium single origin, Sagada Arabica 250g, Ground			20,000.00		
12	50	PACKS	Premium single origin, Sagada Arabica coffee drip 10's,			15,000.00		
13	150	POUCH	Premium single origin, Sagada Arabica coffee drip			5,250.00		
*expiration date must be atleast 4-6 mos. upon delivery						254,950.00		

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.

Revised: 9/19/2022