



REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____
Name of Business : _____
Address: _____
Email address: _____ Telephone No. _____

QUOTATION NO.: 1734
DATE: OCT 07 2026
P.R. NO. : 2026-09-BRF-249
ABC: Php.: 408,290.00
FUND SOURCI 163

The Benguet State University through its Bids and Awards Committee will undertake Small Value Procurement for the items listed below under the following terms and conditions:

1. All entries must be written legibly and accurately.
2. Delivery period is within 60 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 45 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-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 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: Canteen

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	12	case	Aluminum Foil (300mmx12)			36,000.00		
2	4	bundles	Brown Paper Bag #4 1000pcs			5,400.00		
3	4	bundles	Brown Paper Bag #5 1000pcs			5,400.00		
4	4	bundles	Brown Paper Bag #6 1000pcs			5,400.00		
5	5	bundles	Brown Paper Bag #45 (50*10/bale)			6,750.00		
6	10	packs	Cellophane Take Out (HDBW) 8x13, 1000 pcs			1,900.00		
7	10	case	Cling Film (300 mm x 12)			16,000.00		
8	4	case	Disposable Gloves, large (100pcsx100 boxes) per case			14,400.00		
9	5	case	Microwavable R500 (10 x 50)			9,000.00		
10	8	case	Microwavable R750 (10 x 50)			16,800.00		
11	8	case	Microwavable S10 (10 x 50)			11,600.00		
12	8	case	Microwavable S16 (10 x 50)			14,000.00		
13	5	case	Microwavable B12 (10 x 50)			8,750.00		
14	10	packs	paper bowl 250cc, 50pcs w/o lid			1,350.00		
15	25	case	Paper Cups, 8 oz (50's x 20)			25,000.00		
16	11	case	Paper Meal Box- spaghetti (500pcs/case)			23,650.00		
17	11	case	Paper Meal Box- 2 division/compartiment (500pcs/case)			22,550.00		
18	21	case	Paper Meal Box- high meal (500pcs/case)			40,320.00		
19	16	case	Paper meal, chicken box, 1300cc			43,520.00		
20	16	case	wooden spoon (25's x 100)			40,000.00		
21	14	case	wooden fork (25's x 100)			35,000.00		
22	60	bale	Pre Cut Tissue White TN MG 1000s 5pc/bal			21,000.00		
23	60	packs	Wooden or bamboo Stirrer for coffee (100pcs / pack)			4,500.00		
			TOTAL			408,290.00		
*****Nothing Follows*****								

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