



REQUEST FOR QUOTATION (RFQ)

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

QUOTATION NO.: 1766  
DATE: OCT 09 2026  
P.R. NO. 2026-09-IGF-673  
ABC: Php.: (266,285.00)  
FUND SOURCE: IGF FHE (MEDICAL /DENTAL FEE)

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 45 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- 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.
- The Benguet State University may cancel or terminate the contract at any time under any of the grounds provided under RA No. 12009.
- Deadline of submission of quotation is on or before 5:00 PM of Oct. 16, 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)
- The item/s shall be procured by: a) line item; \_\_\_\_\_ b) lot; \_\_\_\_\_ c) sub-lot; /
- Documentary requirements to be submitted with this RFQ:
  - ☐ Mayor's Permit / Business Permit
  - ☐ Latest Income / Business Tax Return (if the total ABC is above Php 500,000.00)
  - ☐ 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)
  - ☐ PhilGEPS Registration Certificate / PhilGEPS Registration No.: \_\_\_\_\_
  - ☐ Certificate of Exclusivity, patents, trade secrets, or copyrights (for Direct Contracting)
  - ☐ Professional license (for Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)

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

College/Dept./Office: UHS-MEDICAL CLINIC

| College/Dept./Office:                                                                |     |        | CHS-MEDICAL CLINIC                                             |        | Technical Specifications<br>(Brand and Model) |              | ABC       | Unit Cost | Total Cost |
|--------------------------------------------------------------------------------------|-----|--------|----------------------------------------------------------------|--------|-----------------------------------------------|--------------|-----------|-----------|------------|
| Item No.                                                                             | Qty | Unit   | Item                                                           | COMPLY | COUNTER OFFER                                 |              |           |           |            |
| ALCOHOL OR ACETONE BASED ANTISEPTICS                                                 |     |        |                                                                |        |                                               |              | 4,168.20  |           |            |
| 2                                                                                    | 10  | gallon | ALCOHOL, Ethyl, 1 Gallon ✓                                     |        |                                               | 4,168.20     |           |           |            |
|                                                                                      |     |        | ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES         |        |                                               | - 169,779.00 |           |           |            |
| 3                                                                                    | 20  | piece  | CLEARBOOK, A4 size ✓                                           |        |                                               | 817          |           |           |            |
| 4                                                                                    | 20  | piece  | CLEARBOOK, legal size ✓                                        |        |                                               | 879.2        |           |           |            |
| 5                                                                                    | 20  | piece  | ERASER, plastic/ rubber ✓                                      |        |                                               | 214.8        |           |           |            |
| 6                                                                                    | 400 | piece  | SIGN PEN, Extra Fine Tip, Black ✓                              |        |                                               | 12,472.00    |           |           |            |
| 7                                                                                    | 400 | piece  | SIGN PEN, Fine Tip, Black ✓                                    |        |                                               | 12,472.00    |           |           |            |
| 8                                                                                    | 400 | piece  | SIGN PEN, Medium Tip, Black ✓                                  |        |                                               | 12,472.00    |           |           |            |
| 9                                                                                    | 400 | piece  | SIGN PEN, Extra Fine Tip, Blue ✓                               |        |                                               | 14,220.00    |           |           |            |
| 10                                                                                   | 400 | piece  | SIGN PEN, Fine Tip, Blue ✓                                     |        |                                               | 14,220.00    |           |           |            |
| 11                                                                                   | 400 | piece  | SIGN PEN, Medium Tip, Blue ✓                                   |        |                                               | 14,220.00    |           |           |            |
| 12                                                                                   | 400 | piece  | SIGN PEN, Extra Fine Tip, Red ✓                                |        |                                               | 29,264.00    |           |           |            |
| 13                                                                                   | 400 | piece  | SIGN PEN, Fine Tip, Red ✓                                      |        |                                               | 29,264.00    |           |           |            |
| 14                                                                                   | 400 | piece  | SIGN PEN, Medium Tip, Red ✓                                    |        |                                               | 29,264.00    |           |           |            |
|                                                                                      |     |        | BATTERIES AND CELLS AND ACCESSORIES                            |        |                                               | - 11,204.00  |           |           |            |
| 15                                                                                   | 200 | pack   | BATTERY, dry cell, size AA, Two (2) pieces per blister pack ✓  |        |                                               | 4,784.00     |           |           |            |
| 16                                                                                   | 300 | pack   | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack ✓ |        |                                               | 6,420.00     |           |           |            |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES |     |        |                                                                |        |                                               |              | 36,975.10 |           |            |
| 28                                                                                   | 10  | unit   | EXTERNAL HARD DRIVE, 1TB ✓                                     |        |                                               | 35,192.10    |           |           |            |
| 29                                                                                   | 10  | piece  | FLASH DRIVE, 16 GB ✓                                           |        |                                               | 1,783.00     |           |           |            |
| MANUFACTURING COMPONENTS AND SUPPLIES                                                |     |        |                                                                |        |                                               |              | 3,626.50  |           |            |
| 30                                                                                   | 50  | bottle | GLUE, all-purpose ml / bot ? ✓                                 |        |                                               | 3,626.50     |           |           |            |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES                                        |     |        |                                                                |        |                                               |              | 26,878.00 |           |            |

|                              |    |       |                                                |  |  |                                            |  |  |
|------------------------------|----|-------|------------------------------------------------|--|--|--------------------------------------------|--|--|
|                              | 15 | box   | ENVELOPE, Expanding, Kraft, 100 pieces per box |  |  | 16,825.20                                  |  |  |
| 2                            | 10 | piece | FILE ORGANIZER, expanding, plastic, legal      |  |  | 1,487.10                                   |  |  |
| 66                           | 25 | pack  | FOLDER, L-type, legal, 50 pieces per pack      |  |  | 7,268.50                                   |  |  |
| 72                           | 10 | piece | MARKER, Permanent, Black                       |  |  | 182                                        |  |  |
| 73                           | 10 | piece | MARKER, Permanent, Blue                        |  |  | 176.2                                      |  |  |
| 74                           | 10 | piece | MARKER, Permanent, Red                         |  |  | 174                                        |  |  |
| 75                           | 10 | piece | MARKER, Whiteboard, Black                      |  |  | 255                                        |  |  |
| 76                           | 10 | piece | MARKER, Whiteboard, Blue                       |  |  | 255                                        |  |  |
| 77                           | 10 | piece | MARKER, Whiteboard, Red                        |  |  | 255                                        |  |  |
| PAPER MATERIALS AND PRODUCTS |    |       |                                                |  |  | 13,654.20                                  |  |  |
| 95                           | 30 | ream  | PAPER, MULTICOPY LEGAL, 500 sheets per ream    |  |  | 7,853.70                                   |  |  |
| 100                          | 50 | pack  | TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack |  |  | 5,800.50                                   |  |  |
|                              |    |       | TOTAL                                          |  |  | 266,285.00                                 |  |  |
|                              |    |       |                                                |  |  | Note: Kindly indicate unit price per item. |  |  |
| ***** 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

Revised: September 2026

pro 1760