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

BAGONG PILIPINAS

# REQUEST FOR QUOTATION (RFQ)

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

**QUOTATION NO.:** 2064
**DATE:** OCT 29 2026
**P.R. NO. :** 2026-09-IGF-661
**ABC: Php.:** 1,902,155.00
**FUND SOURCE:** IGF

*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 30 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 Nov. 9, 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:** CSS

| Item No. | Qty | Unit | Item | Technical Specifications (Brand and Model) | | ABC | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|---|---|
| | | | | COMPLY | COUNTER OFFER | | | |
| 1 | 3 | set | **NEO Personality Inventory**<br>Inventories Professional Manual<br>Manual Supplement<br>10 Revisable Form S Item Booklets<br>10 Revisable Form R Item Booklets<br>25 Hand- Scorable Answers Sheets<br>25 Profile Forms<br>25 Style Graph Booklets<br>25 Your NEO-4 Summary Forms<br>Set of 8 Overhead Transparencies | | | 303,050.00 | | |
| 2 | 4 | set | **Kaufman Brief Intelligence Test, Second Edition**<br>(KBIT-2)<br>25 Test Records Forms<br>Manual | | | 237,855.00 | | |
| 3 | 4 | set | **Stroop Color and Word Test**<br>Examiner's Manual<br>25 Set of Test Pages | | | 130,350.00 | | |
| 4 | 4 | set | **Development Profile 4**<br>25 Interview Forms<br>25 Parent/ Caregiver Checklist<br>Manual | | | 187,000.00 | | |
| 5 | 3 | set | **Learning Disabilities Diagnostic Inventory (LDII)**<br>50 Rating Summary Booklets<br>Manual<br>All in sturdy storage box | | | 77,000.00 | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 6 | 4 | set | **OASIS 3: Aptitude Test**<br>25 Booklets<br>25 Profile Sheets<br>25 Answer Sheets<br>1 Manual<br>Scoring Stencil | | | **121,000.00** | | |
| 7 | 4 | set | **OASIS 4: Interest Schedule**<br>25 Booklets<br>25 Profile Sheets<br>25 Answer Sheets<br>1 Manual<br>Scoring Stencil | | | **121,000.00** | | |
| 8 | 4 | set | **Standard Binet Intelligence Scale:5th or 6th Edition**<br>SB5 Examiners Manual<br>Technical Manual<br>3 Item Books<br>Child Card<br>Layout Card<br>Manipulative Kit<br>Storage Box<br>25 Record Forms in a Carrying Case | | | **343,200.00** | | |
| 9 | 4 | set | **Test Memory Learning (TOMAL 2)**<br>Examiners Manual<br>Picture Book A<br>Picture Book B (with Easel)<br>25 Profile/ Summary Forms<br>25 Examiner Record Booklets<br>Delayed Recall Cue Card<br>Visual Selective Reminding Test Board<br>15 Chips in a Vinyl Envelope<br>All in a sturdy storage box | | | **381,700.00** | | |
| | | | **TOTAL** | | | **1,902,155.00** | | |
| | | | | | | **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*

2y2 RFQ 2026