



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. 343

Name of Business : \_\_\_\_\_

DATE: FEB 16 2026

Address: \_\_\_\_\_

P.R. NO. : 2026-02-BTI-63

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: Php. 344,500.00

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 60 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 Feb. 25, 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 ✓			30,000.00		
2	200	BOX	Arabica coffee tea bag, 4.5x10's ✓			30,000.00		
3	100	BOX	Arabica coffee drip 10's/box ✓			32,000.00		
4	100	PACKS	Premium arabica 200g ✓			26,000.00		
5	100	PACKS	Arabica ground coffee 500g ✓			60,000.00		
6	100	PACKS	Flavored coffee drips 10's/pck ✓			26,000.00		
7	100	PACKS	Flavored coffee drip 20's/pck ✓			33,000.00		
8	150	PACKS	Benguet arabica and Kalinga robusta coffee blend drip 10's/pck ✓			37,500.00		
9	100	PACKS	Benguet arabica and Kalinga robusta coffee blend 200g/pck ✓			22,000.00		
10	100	PACKS	Arabica ground 200g ✓			23,000.00		
11	100	PACKS	Rice Coffee 350g ✓			25,000.00		
<b>*expiration date must be atleast 4-6 mos. upon delivery</b>						<b>344,500.00</b>		

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