



**REQUEST FOR QUOTATION (RFQ)**  
**(ALL ENTRIES ARE MANDATORY)**

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

QUOTATION NO. 676

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

DATE: April 22, 2026

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

P.R. NO. : 2026-04-GAA-579

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

ABC: Php 280,000.00

FUND SOURCE: GAA-Common

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 15 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.
- 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 May 4, 2026. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email
- 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: **OVPAA (OUR)**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	3500	pcs	<b>Certificate Holder:</b> Green: A4 size (can be hanged portrait or landscape); with stamped University logo-2.5" diameter on the lower right side, landscape lay out of the certificate holder; gold stamp			262,500.00		
2	3500	pcs	<b>Specialty Paper:</b> glossy, premium paper, A4 size, cream or white, 110 gsm			17,500.00		
<b>TOTAL</b>						<b>280,000.00</b>		
XXXXXXXXXXXX								

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.