



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

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

QUOTATION NO. 905

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

DATE: JUN 03 2026

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

P.R. NO. : 2026-01-IGF-267 ,

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

ABC: Php. 216, 450.00 ✓

FUND SOURCE: IGF

The Benguet State University through its Bids and Awards Committee will undertake SVP  
for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 3 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 June 8, 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: **UPAO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	5,850	pcs	<b>BUTTON PINS:</b> Graduates-2925 pcs, Parents- 2925 pcs; plastic with pin; 2.25 inches diameter; colored;  *must provide sample before mass production and must deliver within three (3) calendar days upon approval of sample  XXXXXXXXXXXX			216,450.00		

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.