



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 2025-10- 108
Name of Business : _____ DATE: October 24, 2025
Address: _____ P.R. NO. :2025-07-21 & 2025-07-24
Email address: _____ Telephone No. _____ ABC: Php. 472,000.00
FUND SOURCE: IGI Buguias

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 40 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 30 calendar days.
5. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5:00 P.M October 27, 2025. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (buguias.pmo@bsu.edu.ph)
7. The item/s shall be procured by: ____a) line item; ____b) lot; ____c) sub-lot
8. 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).
9. * PhilGEPS Registration Number: _____

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JOSEL M. FLORENTIN
BAC Chairman (Goods and Services)

College/Dept./Office: **BUGUIAS CAMPUS-CoA and GSO-Landscaping**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Supply and Delivery					
			Table, fold-in-half:High-density polyethylene table top					
1	3	unit	Powder-coated steel frame UV-protected,Lightweight,Rust-resistant,Stain-resistant,Easy to clean,Open: L48 x W24 x H19-29in. Folded: L24 x W24cm			16,500.00		
2	10	unit	Filing Cabinet: 4 drawers with central locking system,anti-top over safety feature (only one door at a time opening), powder-coated paint finish,with file dividers and duplicate keys,heavy duty commercial gradeH 2Dimension 11x W x L135*65*47, color:black			90,000.00		
3	2	unit	Steel filing cabinet with sliding glass door,layers steel shelf cabinet with adjustable shelf height,centralize lock with duplicate keys,powder-coated painting finish ,Height: 160-170cm,Width:120-135cm,Depth:40-45cm,color:beige/light gray/off white			30,000.00		
4	1	unit	Computer Table: L-shaped computer table, steel-wood combination, the left and right are inter-changeable for installation and use, metal table legs and can bear 150kg capacity, preferable medium-density fiber board,rounded corner design,Size: 140*48*74CM			5,000.00		

5	1	unit	Computer Table: Single-type,Adjustable height mobile lift standing simple wheeled computer desk,Double pole support Intimate card slot design: can be used as a mobile phone holder + pen slot. Lockable universal wheel: move freely, press to lock. Can be used standing: 67-115 cm up and down, to relax the back. The double table top can be raised and lowered freely. with side compartment for the CPU of computer Over all dimension:approx:31.5"W x 23.6"D x 27.6" - 45.3"H, 15mm thickend table board				5,000.00		
6	15	unit	Office Table: Solid wood with built-in drawers,Height: 38"-40",Width 30"-60" , Depth 20"-336"				120,000.00		
7	10	unit	Office Chair with foam: Curved backrest with lumbar reinforcement and double-layer high-density sponge* + soft leather cushion,padded with thick sponge,thick steel plate with non-slip footpads,45x47x78cm				7,500.00		
8	10	unit	Ergonomic office chair with adjustable headrest & lumbar support, high back computer desk with thickend cushion, flip up armrest ,height adjustment headrest support Coverings: mesh or leather seat and back Dimensions (H x W x D): OVERALL: 92-106 x 56 x 45 cm SEAT: 59 x 47 x 45 cm BACK: 49 x 42 cm				53,000.00		
9	90	unit	School Chair with arm rest, right handed,hard plastic color brown Backrest height:757 mm Backrest height:757 mm Seat Height: 416mm Seat depth: 400mm Seat Width:400mm Writing board height: 666mm Writing board depth:630mm Writing Board width:249mmWeight:4.35kg				117,000.00		
10	10	unit	School Chair with arm rest, right handed,hard plastic color brown Backrest height:757 mm Backrest height:757 mm Seat Height: 416mm Seat depth: 400mm Seat Width:400mm Writing board height: 666mm Writing board depth:630mm Writing Board width:249mmWeight:4.35kg				13,000.00		
11	1	unit	Cabinet: Stainless steel storage iron cabinet with cupboard,powder-coated painting finish steel frame, 2 upper glass doors with adjustable shelves, 2 pull-out drawer (middle part), 2 lower glass doors with atleast 3 division board; height:160-180 cm, width: 120-135cm,depth: 4-45 cm, color: beige/light gray				15,000.00		
			TOTAL				472,000.00		
			xxxxxxx						

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.