



Republic of the Philippines
Benguet State University
 2601 La Trinidad, Benguet
 www.bsu.edu.ph
 Telefax No. (074) 661-1839; Email: buguias.pmo@bsu.edu.ph

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

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

QUOTATION NO. 2024-10-84
 DATE: October 31, 2024
 P.R. NO. :2024-07-1189
 ABC: Php. 400,000.00
 FUND SOURCE: IGI Buguias -TF

The Benguet State University through its Bids and Awards Committee will undertake Negotiated Procurement-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 30 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 10:00 A.M. of November . 2024 . **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (buguias.pmo@bsu.edu.ph)**
- The item/s shall be procured by: a) line item; x 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: _____

SAMUEL S. POLIDEN
 Vice President for Academic Affairs
 Chairperson

College/Dept./Office: **BSU-Buguias Campus**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1 220	lot piece	Supply and Delivery of Armchairs Arm chair (Right Handed) Dimension: 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 Materials: Hard Plastic			400,000.00		
			x-x-x					
			TOTAL			400,000.00		
			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.