



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)

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

QUOTATION NO.2025-1300

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

DATE: September 15,2025

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

P.R. NO. : 2025-04-528; 04-670; 04-693; 04-735; 04-684; 04-665; 04-601; 04-630; 04-672; 04-547; 04-566; 04-541; 03-443; 02-312;04-576; 04-643; 04-749

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

ABC: Php. 1,119,288.00

FUND SOURCE: IGI

1. Delivery period is within **30** calendar days.

2. The item/s shall be procured by: ☒ a) line item; ☐ b) lot; ☐ c) sub-lot

College/Dept./Office: **Various Office**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	24	unit	<b>Computer Chair</b> - with ergonomic, 360° self-rotation, seat height adjustment, maximum load-bearing, capacity weight:150kg, color: black, adjustable headrest, breathable latex cushion			<b>150,288.00</b>		
2	1	unit	<b>Computer Chair</b> - with ergonomic, 360° self-rotation, seat height adjustment, maximum load-bearing, capacity weight: 150kg, color: black, adjustable headrest, breathable latex cushion			<b>7,000.00</b>		
3	1	unit	<b>Computer Chair</b> - with ergonomic, 360° self-rotation, seat height adjustment, maximum load-bearing, capacity weight:150kg, color: black, adjustable headrest, breathable latex cushion			<b>6,000.00</b>		
4	2	unit	<b>Computer Chair</b> - with ergonomic, 360° self-rotation, seat height adjustment, maximum load-bearing, 150kg, color: black, adjustable headrest, breathable latex cushion			<b>12,600.00</b>		

5	10	unit	<b>Executive Chair</b> - with armrest, adjustable gaslift, polyurethane finish back and seat, powder-coated PVC starbase with castor wheels, thick cushion, 360° swivel function, tilt lock mechanism, maximum weight capacity: 100 kg. 6 months warranty on parts, dimension: arm to arm: 660 mm, total depth from wall: 648 mm, lowest height: 1200 mm, highest height: 1270 mm, seat width: 530mm, seat depth: 540 mm, backrest width: 500mm, backrest height from seat: 750 mm, floor to seat (Minimum Height): 475mm, base width (Diameter): 706 mm, base (Center to End): 417 mm, Base (Center to Castor): 330 mm, base (Center to end of base): 353 mm			80,000.00		
6	1	unit	<b>Executive Chair</b> - 360° swivel, pneumatic height adjustment, leather, color: black			5,500.00		
7	2	unit	<b>Executive Chair</b> - 360° swivel, pneumatic height adjustment, leather, color: black			20,000.00		
8	2	unit	<b>Swivel Chair</b> - base type: chromed steel, base size: 350mm, base capacity: 200 kgs, gas lift type: 120D, caster type: PP, mechanism: tilt lock mechanism, mechanism thickness: 2.8mm, chair seating capacity: 125 kgs, features: multi position tilt lock function, pneumatic height adjustment, 360° swivel function, classification: heavy duty, usage: office use			20,000.00		
9	28	unit	<b>Foldable Chair</b> - Material: A3, galvanized steel + PP origin safety plastic, packaging size atleast L: 20" x W:22" x H:32", Weight: 4kg, stable triangular structure and foldable with multi-functional tablet, pencil and cup slot: chair bottom metal rack: rust resistant with anti-skid foot, color: black, at least 150kg capacity			168,000.00		
10	15	unit	<b>Monoblock Chair</b> - two-toned armrest chair, color: burgundy, dimension atleast: H:91cm x W:55 cm x L: 45 cm, seat height: 44cm, material: polypropylene			12,750.00		

11	100	unit	<b>Monoblock Chair</b> - color: beige, without armrest, dimension atleast: seat width: 375mm, seat depth: 330 mm, front legs distance: 355 mm, side legs distance left: 378, side legs distance right: 378 mm, back legs distance: 210 mm, back rest height: 779 mm, seat back height: 405 mm, material: polypropylene			40,000.00		
12	20	unit	<b>Monoblock Chair</b> - color: green, without arm rest, minimum dimension atleast: seat width: 375mm; seat depth: 330mm; front legs distance: 355mm; side legs distance: 378 mm; back legs distance: 210mm, material: polypropylene			14,000.00		
13	1	unit	<b>Paper Shredder</b> - 16L bin capacity, micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire			20,000.00		
14	1	unit	<b>Paper Shredder</b> - shreds up to 25 sheets (70 gsm), shred size: 4mm x 30mm, duty cycle: 15-20 mins, also shreds credit cards, CDs/DVDs, staple wires and paper clips, shredder width opening: 270mm, bin capacity: 60 liters, security level: ≤55 decibels			30,000.00		
15	8	unit	<b>Filing Cabinet</b> - lateral, 4 drawers, gauge 21, finish: powder coat, with central lock & key, material: pure steel, dimension atleast: 45cm W x 90cm L x 133 cm H			152,000.00		
16	1	unit	<b>Filing Cabinet</b> - vertical, steel with central lock, plastic handle with label slot, anti-tipping mechanism only allows drawer to open at a time, material/description: powdered coated metal, gauge 21, plastic roller for railing, dimensions (L x W x H): overall: 45.6 x 62 x 133.1 cm			12,000.00		
17	2	unit	<b>Filing Cabinet</b> - lateral, 4 drawer, material: pure steel, gauge: 20mm, color: grey, finish: wood stain, with central lock & key, dimension atleast: 90 cm wide x 45 cm deep x 132 cm high			30,000.00		
18	2	unit	<b>Filing Cabinet</b> -vertical, 4 drawers, material: steel, dimension atleast: H133 cm x W47 cm x D67 cm, can fit long folder, smooth railings, with divider, centralized lock, color: off-white, assembled and ready to use, gauge: 21, finish: powder coat			24,000.00		

19	1	unit	<b>Filing Cabinet</b> - lateral, 4 drawers, gauge 21, finish: powder white coat, with central lock & key, material: pure steel, dimension atleast: 90cm W x 45cm D x 133cm H			13,000.00		
20	2	unit	<b>Filing Cabinet</b> - lateral, 4 drawers, gauge 21, finish: powder white coat, with central lock & key, material: pure steel, dimension atleast: 90cm W x 45cm D x 133cm H			37,400.00		
21	2	unit	<b>Laminating Machine</b> - heavy duty A3 laminator 4 rollers, wide feeding slot for easier use, number of rollers: 4, no noise-no sound operation, pre-heating time 4-5 minutes, laminating entry with 13", max. width 330 mm max thickness 1mm, reverse/forward function, reverse/forward function, no overheating-with temperature guard, no short-circuit-designed with protection, speed: 480mm/min			14,000.00		
22	1	unit	<b>Laminating Machine</b> - can laminate all sizes of paper, maximum binding length: 300mm, power supply: 220V			15,000.00		
23	1	unit	<b>Laminating Machine</b> - thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold laminating, atleast 13" laminating height			4,600.00		
24	1	unit	<b>Laminating Machine</b> - thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold laminating, atleast 13" laminating height			5,200.00		
25	1	unit	<b>Paper Cutter</b> - sliding, metal base, up to A3 size, 12" cut length			3,900.00		
26	5	unit	<b>Centerfold Table</b> - 6 ft, plastic panel, steel frame, color: black, material: high density polyethylene			25,000.00		
27	3	unit	<b>Centerfold Table</b> - 6 ft. plastic panel, steel frame, color: dark gray, material: high density polyethylene			15,000.00		

28	5	unit	<b>Folding Table</b> - size (L:1222mm, W:609mm, H:736mm), color: white, material: high density polyethylene			<b>18,000.00</b>		
29	2	unit	<b>Mobile Pedestal Drawer</b> - color: dark brown, dimension at least: 19.5" x 16.5" x 24" , 3 drawers, 3 layers w/ caster wheel			<b>8,000.00</b>		
30	2	unit	<b>Sofa Set (Ready Made)</b> - 1pc 3-seater + 2 pcs 1-seater; Material: Metal frame, PU Leather, Multilayer boards, Color: Back, Dimension: 3-Seater Overall Size: 183 L x 71 W x 78 H CM, Single Seat Overall Size: 71 L x 71 W x 78 H CM,			<b>32,050.00</b>		
31	1	unit	<b>Teachers Table (Ready Made)</b> - Dimension: 1.4M: W1400 x D600 x H760mm, Material: MDF, Color: White + Brown			<b>90,000.00</b>		
32	1	unit	<b>Wooden Office Chair (Ready Made)</b> - wood chair designed for office use, with upholstery and cushion, Dimension: L-50cm x W-545cm x H-84 cm)			<b>30,000.00</b>		
33	1	unit	<b>Brochure Display Rack/Stand (Ready Made)</b> - minimum specifications: 4-5 layers, minimum measurements (H:48", L:12"), wooden			<b>2,000.00</b>		
34	1	unit	<b>Brochure Display Rack/Stand (Ready Made)</b> - minimum specifications: 4-5 layers, minimum measurements (H:48", L:7"), wooden			<b>2,000.00</b>		
			<b>GRAND TOTAL:</b>			<b>1,119,288.00</b>		
			<b>XXXXXXXXXX</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



Republic of the Philippines  
**Benguet State University**  
La Trinidad, 2601, Benguet Province  
Tel/Fax No. (074) 661-1839



## **Bids and Awards Committee**

### **INVITATION TO SUBMIT QUOTATION**

The Benguet State University (BSU), through the Bids and Awards Committee (BAC), will undertake a Negotiated Procurement- Two Failed Biddings for the Project:

<b>Request for Quotation (RFQ) Number</b>	<b>Project</b>	<b>Approved Budget</b>	<b>Source of Fund</b>
2025-1300	Procurement of Various Semi-expendable Office Equipment	Php. 1, 119,288.00	IGI

#### **REQUIREMENTS:**

##### **A. LEGAL DOCUMENTS**

1. Valid PhilGEPS Registration - Platinum Membership (all pages) kindly attached updated permits/licenses;
2. Notarized Omnibus Sworn Statement

##### **B. FINANCIAL DOCUMENTS**

1. Computation of Net Financial Contracting Capacity (NFCC); or Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;
2. Request for Quotations- Indicate brand & model of the offer (if applicable);
3. Detailed Descriptions/ Brochures of the items- Optional (Highly encouraged);
4. Other supporting documents (e.g. accreditations, exclusive distributorship and others)

#### **SCHEDULE:**

##### **A. Issuance of Request of Quotation:**

Interested bidders can get a copy of the Quotation documents starting **September 16, 2025** during office hours at the Procurement Management Office (PMO), 1<sup>st</sup> Floor, Administration Building, Benguet State University, La Trinidad, Benguet or may be downloaded from the [PhilGeps.gov.ph](http://PhilGeps.gov.ph).

##### **B. Deadline for Submission and Opening of Quotations**

Submission of Quotations along with eligibility and technical documents is on or before **September 23, 2025 at 8:30 AM** at the Procurement Management Office (PMO), 1<sup>st</sup> Floor, Administration Building, Benguet State University (BSU), La Trinidad, Benguet. Submission may be submitted manually, or through email at [procurement@bsu.edu.ph](mailto:procurement@bsu.edu.ph).

The **Opening of Quotations** will be on **September 23, 2025 at 9:00 AM** at the, RDC Hall, 2<sup>nd</sup> Floor, Administration Building, Benguet State University (BSU), La Trinidad, Benguet.

**TERMS AND CONDITIONS:**

- a) Bidders shall provide correct and accurate information required in the Price Quotation Form;
- b) Price Quotation must be valid for a period of Thirty (30) calendar days from the date of submission;
- c) Award of contract shall be made to the quotation which complies with the technical specification/ requirement and other terms and conditions stated in the price quotation form;
- d) Quotations exceeding the Approved Budget for the Contract shall be rejected;
- e) The items shall be delivered within thirty (30) calendar days from receipt of notice to proceed.
- f) Liquidated damages equivalent to one tenth of one percent (1/10 of 1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. BSU shall rescind the contract once the cumulative amount of the contract exceeded ten percent (10%) of the total contract price, without prejudice to other courses of action and remedies open to it.

For further information or clarification, please refer to:

*BAC Secretariat*

*Procurement Management Office (PMO)*

*1<sup>st</sup> Floor Administration Building,*

*Benguet State University,*

*La Trinidad, Benguet*

*Email: [procurement@bsu.edu.ph](mailto:procurement@bsu.edu.ph)*

*Tel. Fax/No. 661-1839/ CP No. 09506032749*

SGD

**JOSEL M. FLORENTIN**

Chairperson

Bids and Awards Committee

(Goods & Services)