



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

Name of Business : _____ QUOTATION NO. 607

Address: _____ DATE: MAY 09 2025

Email address: _____ Telephone No. _____ P.R. NO. : 2025- 01- 19 &

ABC: Php. 407, 224.53

FUND SOURCE: GAA

The Benguet State University through its Bids and Awards Committee will undertake NP-SVP for the items 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 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 May 14, 2025 of May 14, 2025 **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: _____, place of issue: _____, date of issue: _____, date of OR: _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____

JOSE M. FLORENTIN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: _____ OUR: MEDICAL; CA: CIS; CE: OSS; CNAS: CNAS-ADS; IHFSA: NPRCRT; GSO: OUBS; CTE

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	25	pc	Monoblock Chair - dimension: 78 cm (H) x 45 cm (W) x 49 cm (L), seat height: 43 cm; weight: 2.35 kg, color beige, can carry up to 150 kg			11,256.90		
2	25	pc	Monoblock Chair - color: beige; seat width: 375 mm; seat depth: 330mm; front legs distance: 355 mm; side legs distance left: 378 mm; side legs distance right: 378 mm; back legs distance: 210 mm; back rest height: 779 mm; seat back height: 405mm; seat height: 376 mm; gross weight: 2.25 kg			11,256.90		
3	8	unit	Monoblock Chair - color: white; dimension: back rest HT: 780 mm; front legs distance 355 mm; seat ht: 375 mm; seat length: 355 mm; side legs distance: 365 mm; seat width: 370 mm; gross weight: 2.28 kg			3,723.20		
4	1	unit	Binding and Punching Machine - equipped with two (2) hand lever system for punching and binding, 330 mm punching width and adjustable to any format, diameter, gauge and comb binder control, manual binding capacity: 50 mm or 425 sheets of paper (70gsm) (max)			10,488.19		
5	3	unit	Paper Shredder - auto-feed shred capacity (A4/70g): 200 sheets, shred size: 2 x 10 m; waste container capacity: 30 Liters; paper entry width: 220 mm; shred speed: 2.0m/min; duty cycle: 20 min on/40 min off; dimension: 360 x 265 x 573 mm			61,772.58		

6	1	unit	<p>Paper Shredder - Sheet Capacity: 12 sheets of 80gsm paper; Shreds: Credit Cards, CDs, Staples; Cut Type: Micro; Particle Size: 2 x 10mm; DIN Security Level: 4; Duty Cycle: 15 minutes; Bin Size: 30 L min.; Noise Level: < 60dB; Auto Start/Stop & Reverse: Full Bin Alarm; Display: LCD; Shred Speed: 3.5m/min; Dimensions: L425 x W290 x H695mm; Weight: 22.5kg</p>	20,590.86			
7	3	unit	<p>Paper Shredder - Shreds 16 sheets per pass into 4 x 38mm cross-cut particles (Security Level P-4), 100% Jam Proof System eliminate paper jams and powers through tough jobs, SilentShred® Technology minimises disruption in shared work spaces, Patented SafeSense® Technology stops shredding when hands touch the paper opening, Energy savings system reduces in-use energy consumption and powers down after periods of inactivity, Shreds continuously for up to 20 minutes, Sleek, modern design with easy-empty 23 litre pull-out bin, Jam Prevention Features: 100% Jam Proof System, Feed Type: Traditional, Auto Start/Stop: Yes - Electronic, Basket Type: Pull-out Bin, Bin Full Light: Yes, Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs, Cut Size (Inches): 5/32" x 1-1/2", Cut Type: Cross-Cut, Maximum Run Time (minutes): 20 min on / 30 min off, Energy Efficient Features: Energy Savings System, Material Type: Plastic, Paper Entry Width (Inches): 9, Safety Features: SafeSense, Speed (Feet Per Minute): 10, Bin Capacity (gallons): 6, Run Time (minutes): Up to 20, Sheet Capacity: 16, Shreds Per Sheet: 397</p>	61,772.58			
8	3	unit	<p>Paper Shredder - 120 sheet cross cut automatic paper shredder; shreds up to 120 sheets of A4 paper by auto feed tray and up to 10 sheets of A4 paper by manual feed (20lb. Bond paper); with dedicated slot to shred credit card or CD/DVD (one at a time); 330 watts power; 60 mins. on/45 mins. off for auto feed tray run time; 10 mins. on/45 mins off for manual feed slot run time; 8.66" (22 cm) paper entry width size; 19 liters removable convenient pull-out bin easy disposal; with castor wheels for easy moving; with LED indicator for standby/overload/overheat/door open/bin full/ feed error; auto start/stop function; anti-jam: reverse function; dimension: (L) 36.5 x (W) 29 x (H) 50 cm; 31L bin capacity</p>	61,772.58			
9	2	unit	<p>Paper Shredder - Shred Type Size (mm): Cross-cut, 5 x 47, Sheet Capacity (75g/A4)8, Shredding Speed (m/min)2.65, Noise Level (dB) 70, Throat Width (mm) 220, Bin Capacity (litres) 14, Shred CD/Credit card, Overheat Protection, Duty Cycle: 3 min on, 30 min off, With Reverse Function, Power (220V/50Hz) 220W / 1.0A, Unit Weight (kg) 3.4, Unit Size (L x W x H mm) 310 x 187 x 391</p>	41,181.72			
10	1	unit	<p>Paper Shredder - Shredding Capacity: Minimum 16 sheets per pass, Shred Size: Maximum particle size 4 x 40 mm, Security Level: 4, Bin Capacity: Minimum 31 liters, Materials Compatibility: Paper, CD/DVD, credit cards, staples, paperclips, Continuous Run Time: Minimum 30 minutes, Noise Level: 58dB, Dimensions: 390 x 302 x 615 mm, Warranty: Minimum 12 months</p>	20,590.86			
11	1	unit	<p>Paper Shredder -Shred capacity: 12 sheets; Shred size: 3*25mm; Security level: 4; Can shred: CD/DVD, Paper, Card, Paper Clip, Staple; Continuous run time: 10min; Bin capacity: 23L; Machine noise : <58dB; Machine power : 240W; Dimension: 370*235*545mm; with Nitride steel knife, sharp and durable; with intelligent induction, overheat protection, stop protection, auto reverse; with 23L Visible Paper bucket</p>	20,590.86			
12	3	unit	<p>Paper Shredder - micro-cut, can shred up to 16 sheets, can shred card, CD/DVD, hard paper, paper clip; auto off and reverse functions, 30L bin capacity</p>	61,772.58			

13	1	unit	Paper Trimmer/Cutting Machine - professional rotary paper trimmer 15-inch, 15 sheet cutting capacity				10,227.36	
14	1	unit	Paper Trimmer/Cutting Machine - table top -Roller / Sliding Cutter Paper, A3 heavy duty metal structure. Material Compatibility: Paper, photographic film, card stock, thin plastics, and thin copper, Cutting Mechanism: Sliding blade guillotine cutting system				10,227.36	
			xxxxxxxxxxxxxx				407,224.53	

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: 3/19/2022

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