



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 1245
Name of Business : _____ DATE: AUG 05 2026
Address: _____ P.R. NO. : 2026-07-16F-559
Email address: _____ Telephone No. _____ ABC: Php 310,500
FUND SOURCE: IGF

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

- All entries must be written legibly and accurately.
- Delivery period is within 45 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 5:00 Pm of Aug. 12, 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: X a) line item; _____ b) lot; _____ c) sub-lot
- Business Permit Number : _____, date of issue: _____, place of issue: _____, date of OR : _____ (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
Vice President for Business Affairs
Chairperson, BAC (Goods & Services)
[Signature]

College/Dept./Office: ULIS

Item No.	Qty	Unit	Item	Technical		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Ergonomic Office/Computer Chair Minimum requirement: breathable mesh backrest; heavy-duty metal frame; adjustable headrest; ergonomic lumbar support; adjustable armrests; synchronized tilt/recline mechanism; high-density waterfall seat cushion; Class-4 gas lift or equivalent; 360° swivel; heavy-duty five-star base with caster wheels; 150 kg minimum weight capacity; suitable for users 150–190 cm tall; color Black or Gray				112,500.00	
			Steel Filing Cabinet with safe Minimum requirement: Vertical steel filing cabinet with integrated safety vault; Four (4) Drawers; constructed of heavy-duty cold-rolled steel with a minimum Gauge No. 22 steel body; electrostatic powder-coated finish; central locking system with two (2) keys; built-in steel safety vault with separate dial combination; adjustable drawer dividers; full-extension ball-bearing drawer slides; anti-tip safety mechanism; compatible with legal and letter-size hanging folders; color light gray or beige				150,000.00	
			Portable center-fold folding table Minimum requirement: high-density polyethylene (HDPE) resin tabletop, durable and shatter-resistant surface, heavy-duty powder-coated steel frame, center-fold design with integrated carrying handle and safety locking mechanism, tabletop measuring 3–4 feet in width and 6 feet in length (minimum), standard height of approximately 760 mm (2.5 feet), minimum 150 kg load capacity, foldable steel legs with non-slip rubber feet, suitable for indoor and outdoor use				48,000.00	
			xxx	TOTAL		310,500.00		

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.