



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:

Request for Quotation (RFQ) Number	Project	Approved Budget	Source of Fund
2026-1019	Supply and Delivery of Various Semi-expendable Office Equipment	Php. 130,900.00	IGF

**REQUIREMENTS:**

1. Valid PhilGEPS Registration - Platinum Membership (all pages) kindly attached updated permits/licenses;
2. Request for Quotations- Indicate brand & model of the offer;
3. Detailed Descriptions/ Brochures of the items- Optional (Highly encouraged);

**SCHEDULE:**

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

Interested bidders can get a copy of the Quotation documents starting **July 6, 2026** 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 or BSU Website.

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

Submission of Quotations along with legal and technical documents is on or before **July 9, 2026 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 **July 9,2026 at 10:00 AM** at the, Rogelio Dulay Colting (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)



## REQUEST FOR QUOTATION (RFQ)

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

QUOTATION NO.2026-1019

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

DATE: July 3,2026

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

P.R. NO. : 2026-01-IGF-206; 2026-01-IGF-238

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

ABC: Php. 130,900.00

FUND SOURCE: IGF

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: **CA and CTE**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	32	unit	<b>Arm Chair</b> - Left handed, cream, big size, color: cream, height: 77cm; width: 48 cm; length:43 cm; seat height:43 cm			<b>54,400.00</b>		
2	153	unit	<b>Monoblock</b> - Heavy duty Stackable Monoblock opal bistro, Plastic Chairs (beige) h: 90cm, W: 45 cm, L: 50cm, Seat Height: 46com, Weight: 3.28 kg			<b>76,500.00</b>		
			<b>GRAND TOTAL:</b>			<b>130,900.00</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.