



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)
(ALL ENTRIES ARE MANDATORY)

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

QUOTATION NO. 611
 DATE: APR 06 2026
 P.R. NO : 2026-02-IGF-364
 ABC: Php 450,000.00
 FUND SOURCE: IGF

The Benguet State University through its Bids and Awards Committee will undertake Small Value Procurement 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 45 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 April 13, 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: a) line item; 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: _____

College/Dept./Office: VP AdFin.


JOSEPH M. FLORENTIN
 Chairperson BAC (Goods & Services)

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	60	unit	Executive Chair - for conference room, Heavy Duty: Supply of Ergodynamic High-Back Office Chair with faux leather upholstery, featuring full reclining tilt-lock mechanism, 360° swivel, pneumatic height adjustment, 350mm nylon-painted 5-prong star base, and nylon casters, designed to provide ergonomic support, durability, and comfort for executive and office use			450,000.00		
			XXXXXXXXXXXX			450,000.00		

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.

 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.