



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 : _____ QUOTATION NO. 671

Address: _____ DATE: APR 21 2026

P.R. NO. : 2026-01-IGF-33; 2026-01-IGF-49; 2026-01-IGF-74; 2026-01-IGF-48; 2026-01-IGF-84; 2026-01-IGF-311; 2026-02-IGF-355; 2026-01-IGF-147; 2026-01-IGF-113; 2026-01-IGF-223

Email address: _____ Telephone No. _____

ABC: Php. 598,872.00

FUND SOURCE: IGF

The Benguet State University through its Bids and Awards Committee will undertake 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 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 28, 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: _____, date of OR: _____
- * PhilGEPS Registration Number: _____, (if renewal of Business Permit is still on process, please indicate OR No: _____, date of OR: _____ for the payment of renewal).

JOSEL M. FLORENTIN
 Chairperson, BAQ (Goods & Services)

College/Dept./Office: CASHIER: HRMO; ACCOUNTING; OES; HRDO; OVPA-ADS; UBA; IHFSA; FSRIC

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	Office Chair - ergonomic, armless, swivel, small computer desk chairs, no armrests with wheels adjustable height 17.7"D x 18.1"W x 33.1"H (45 x 46 x 84.1)			4,125.00		
2	10	unit	Office Chair - ergonomic, nylon base with PU casters, tilting mechanism, 360 degrees swivel function with headrest, black			96,730.00		
3	5	unit	Adaptable Ergonomic Chair - adjustable lumbar support, headrest and armrest, reclining 90-145 degree, cushioned seat and backrest, weight capacity: 120 kg and up			40,000.00		
4	3	unit	Ergonomic Chair - PU Leather Chair Metal with attached pillow, 360° swivel, leaning backrest up to 10cm, seat width-54cm, adjustable armrest height up to 9cm, base: 350mm nylon five star, gaslift: 120 mm class 3 gas lift, wheels: double color PU, armrest height: 60-77 cm, net weight: 20.5kg, gross weight: 24kg			18,000.00		
5	1	unit	Paper Shredder - ± 120 minutes continuous run time: can shred CD/DVD, paper card, paper clip, staple; + 16-24 sheets capacity; 30-50 bin capacity; ±58 db machine noise; at least 240w; at least 390 x 20 x 615 mm, sharp and durable steel knife, intelligent induction, overheat protection, stop protection, and auto reverse function; 30-50l visible paper bucket, at least 1 year warranty			30,000.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
6	5	unit	Filing Cabinet - 4 drawers, vertical, gauge 21, finish: powder coat, with central lock & key, material: pure steel			75,000.00		
7	5	unit	Filing Cabinet - 4 drawers, vertical, gauge 21, finish: enamel, with central lock & key, material: pure steel, fireproof. at least 3-4 hours fire resistant			225,000.00		
8	2	unit	Filing Cabinet - vertical, steel, 4 drawers, gauge 21, with divider and central lock, finish: powder coat			30,000.00		
9	2	unit	Filing Cabinet - color: cream, 4 drawers vertical, lockable			24,000.00		
10	20	pc	Foldable Table - 6ft rectangle=180 cm (L) x 74 (W) x 74cm (H), Material: polyethylene thermoplastic & metal frame leg, color: black and gray			41,017.00		
11	3	unit	Centerfold Table - 6 ft, plastic panel, steel frame, color: dark gray			15,000.00		
			XXXXXXXXXXXXXX			598,872.00		

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.

Revised: 9/19/2022

PR 671