



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)

10.7.9

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO.: 929

Name of Business: _____ DATE: JUN 15 2026

Address: _____ P.R. NO.: 2026-02-IGF-364

Email address: _____ Telephone No. _____ ABC: Php. 450,000.00

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 June 23, 2026. Offers may be submitted in sealed or open quotation in person or through email (procurement@bsu.edu.ph)

7. The item/s shall be procured by: a) line item; b) lot; c) sub-lot

8. 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).

9. * PhilGEPS Registration Number: _____

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

College/Dept./Office: **VPA&G/Fin**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost	
				COMPLY	COUNTER OFFER				
1	60	unit	<p>Executive Chair for conference room</p> <p>Supplier shall provide brand-new Executive/Conference/Office Chairs suitable for executive and administrative use. The chairs shall be delivered complete with all components, accessories, and fittings necessary for normal operation.</p> <p>Refer to and strictly comply with the attached required actual design and detailed measurements.</p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> *Type: High-back Executive Conference/Office Chair *Upholstery Material: <ul style="list-style-type: none"> +High-quality synthetic leather (PU leather) +Smooth finish, durable, scratch-resistant, and easy to clean *Color: Black *Backrest: <ul style="list-style-type: none"> -High-back design with padded cushioning -Ergonomically designed to provide full back support *Segmented cushioned backrest with integrated headrest support *Seat: <ul style="list-style-type: none"> -High-density molded foam cushion -Wide seat design for user comfort *Armrests: <ul style="list-style-type: none"> -Upholstered in the same material as the backrest -Fixed armrests with heavy duty bolts *Cushioned arm pads -Metal or aluminum alloy support structure with durable finish *Base: <ul style="list-style-type: none"> -Five-star aluminum alloy or chrome-plated metal base -Heavy-duty construction capable of supporting daily office use *Casters: <ul style="list-style-type: none"> -Five (5) dual-wheel casters -Smooth rolling and suitable for standard office flooring *Gas Lift Mechanism: <ul style="list-style-type: none"> -Pneumatic height-adjustment mechanism -Adjustable seat height to accommodate different users *Tilt Mechanism: <ul style="list-style-type: none"> -Reclining or tilt function with locking mechanism -Adjustable tilt tension control *Swivel Function: <ul style="list-style-type: none"> -360-degree swivel capability *Load Capacity: <ul style="list-style-type: none"> -Minimum load capacity of 120 kilograms *Dimensions: <ul style="list-style-type: none"> -Overall Height: 117 cm -Backrest Height: 70 cm -Backrest Width: 50 cm -Seat Width: 50 cm -Seat Depth: 48 cm -Overall Width (including armrests): 60.4 cm -Internal Seating Width: 53.3 cm -Base Diameter (wheelbase): 66 cm -Seat Depth (side view): 48 cm *Construction: <ul style="list-style-type: none"> -Heavy-duty internal frame construction -Stable and wobble-free structure *Finish: <ul style="list-style-type: none"> -Professional office appearance -Corrosion-resistant metal components *Restrictions / Prohibited Features: <ul style="list-style-type: none"> -No massage functions -No footrest -No mesh material <p>Warranty Requirements</p> <ul style="list-style-type: none"> *Minimum one (1) year warranty against manufacturing defects *Warranty shall include replacement of defective parts and labor at no cost to the Procuring Entity. Supplier shall respond within seven (7) calendar days upon receipt of the report. Supplier shall provide after-sales service support during the warranty period <p>Delivery Requirements</p> <ul style="list-style-type: none"> *Delivered fully assembled or ready for assembly with complete hardware and instructions *All units shall be free from defects, dents, scratches, cracks, or damage upon delivery. 			450,000.00			
TOTAL							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.

Executive Chair for conference room
Actual design and detailed measurements

