



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: \_\_\_\_\_

QUOTATION NO. 260

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

DATE: APR 03 2023

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

P.R. NO. : 2023-03-403; 2023-02-249; 2023-02-198; 2023-03-411; 2023-02-336; 2023-03-376; 2023-01-72; 2023-02-147; 2023-01-92; 2023-02-295; 2023-02-330;

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

ABC: Php. 300,000.00

FUND SOURCE: GAA

*The Benguet State University through its Bids and Awards Committee will undertake NP-Small Value Procurement for the item/s 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 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 April 10, 2023. **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: \_\_\_\_\_

**REYNANTE B. BASSO**  
 Chairperson, BAC (Goods & Services)

College/Dept./Office: ATBI/C, CAH-ADS, CHET, AdFin, CA-DO, CSS, CASHIER, FINANCE DIVISION, CPAG, CVM

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	<b>Steel Filing Cabinet</b> - vertical, 4 drawers - with flush handle - gauge #22, color: beige - dimension at least: W:45.2 x D62 x H133.1 cm			₱ 8,000.00		
2	1	unit	<b>Laminating Machine</b> - thermal, 250 microns maximum laminating film thickness, up to A3 size - atleast 13" laminating length, 4 heat resisting silicone rollers, steel case - forward and reverse switch, hot and cold laminating			₱ 3,500.00		
3	2	unit	<b>Computer Desktop Table</b> - 3 layers with printer stand (top) and sliding flat drawer for keyboard - with castor wheels - material: laminated wood , color: brown			₱ 4,500.00		
4	3	unit	<b>Paper Shredder</b> - micro-cut shredding system - can shred pvc card, credit card, CDs, paper clips and 12 sheets capacity per pass - w/ paper jam prevention system, 220V			₱ 27,000.00		

5	10	unit	<b>Executive Office Chair</b> - high-back leatherette, color:black - 360° swivel, chrome back base					₱ 85,000.00		
6	1	set	<b>Sofa Set:</b> - 2 single seaters, one 3-seater sofa - leather cover, color: black - pre-assembled (ready to use), cushion					₱ 25,000.00		
7	3	pcs	<b>Folding table</b> - rectangle, plastic, steel legs - dimension atleast 48"L x 24"W - Color:black					₱ 7,500.00		
8	2	unit	<b>Office Chair</b> - Computer chair with ergonomic - 360° self-rotation, seat height adjustable - Maximum load-bearing 150kg, color: black - Adjustable headrest, breathable latex cushion					₱ 11,000.00		
9	1	units	<b>Office Chair</b> - Adjustable swivel chair, with arms, ribbed office chair high - Synthetic leather, color: black - Adjustable height, lumbar support, chrome metal base					₱ 3,500.00		
10	16	pcs	<b>Ottoman Cube Chairs</b> - foam size atleast: 22 x 39 x 39 - color: gray, fabric: leatherette					₱ 28,800.00		
11	1	pc	<b>Sofa</b> - 3 seaters - size atleast: 200cm x 78cm x 82cm - color: black or dark gray, fabric: leatherette					₱ 19,000.00		
12	93	pcs	<b>Monoblock Chairs</b> - w/ arm rest and writing board - dimension atleast: back rest: 710 mm; seat height: 380mm; seat depth: 403mm; seat width: 370mm; writing board height: 614mm; writing board depth: 617mm, wring board width: 250 mm - color: cream					₱ 139,500.00		
			<b>TOTAL</b> XXXXXXXXXXXX					<b>362,300.00</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.