



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. 512
 Name of Business : _____ DATE: MAY 08 2023
 Address: _____ P.R. NO. : 2023-02-313; 2023-04-514; 2023-02-336;
 Email address: _____ Telephone No. _____ 2023-03-411; 2023-01-92
 ABC: Php. 334,800.00
 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 May 12, 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. BASCO
 Chairperson, BAC (Goods & Services)

College/Dept./Office: CHET; BUDGET; OSS; FINANCE; CASHIER

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
Sub. Lot 1 Office Semi-expendable Equipment								
1	3	unit	Paper Shredder -bin capacity: 31L -shred capacity: 16 sheets -shred size: 4x40mm, security level:4 -automatic -machine power: 270W			₱ 60,000.00		
2	60	unit	Stackable Chair -with armrest, color: black -dimension atleast: 50cm (L) x 56cm (W) x 80cm (H) -can handle weight up to 100kg -made from glass fiber reinforced polypropylene			₱ 90,000.00		
3	20	unit	Centerfold Table -8 seaters, 6 ft. (72 in. x 30 in.), color: black, steel frame -non-adjustable, made from high density polypropylene, has auto-locking feature, UV protected, weather resistant finish			₱ 100,000.00		

4	1	unit	Steel Filing Cabinet -lateral, 4 layers -dimension atleast: 90 (W) x 45 (D) x 138 (H) cm -gauge: 21, finish: powder coat, color: light gray -rust proof, central lock and key			₱ 12,000.00		
Sub. Lot 2 Furniture								
1	1	set	Sofa Set: - 2 single seaters, one 3-seater sofa - leather cover, color: black - pre-assembled (ready to use), cushion			₱ 25,000.00		
2	16	pcs	Ottoman Cube Chairs - foam size atleast: 22 x 39 x 39 - color: gray, fabric: leatherette			₱ 28,800.00		
3	1	pc	Sofa - 3 seaters - size atleast: 200cm x 78cm x 82cm - color: black or dark gray, fabric: leatherette			₱ 19,000.00		
			TOTAL			₱ 334,800.00		
			XXXXXXXXXXXX					

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

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