



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: _____
Email address: _____ Telephone No. _____

QUOTATION NO. 1309
DATE: NOV 09 2023
P.R. NO. : 2023-11-1355
ABC: Php. 285,000.00
FUND SOURCE: GAA-FLR 2022

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 Nov. 17, 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: **PMO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	Photocopier - Copier Printer Fax Scanner with LAN - Memory: at least 2Gb; HDD: at least 250 GB capacity; with ARDF and SPDF functions; power source: 220V, 60Hz - Copying: multiple copying: at least up to 999 copies; Resolution: at least 600 dpi/ 4 bit; Zoom: From 25% to 400% in 1% step, Resolution: at least 1,200 x 600 dpi, - SCANNER: Scanning Speed of ARDF Max. 80 originals per minute; SPDF Max. 110 (simplex)/ 180 (duplex) originals per minute; Resolution: Maximum 1,200 dpi; Original size: A3, A4, A5, B4, B5; - PAPER HANDLING: Recommended paper size: SRA3, A3, A4, A5, A6, B4, B5, B6; Paper input capacity: of at least 1,200 sheets; - Interface: with SD Slot, USB Host Interface, Ethernet 10 base-T/100 base TX/ 1000 Base-T, mobile printing capacity; - Accessories: With Lifetime free service machine maintenance, warranty and software included with ONE (1) set of toners/inks, and 3KVA AVR			P 285,000.00		
TOTAL						285,000.00		
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.