



Republic of the Philippines
Benguet State University
 2601 La Trinidad, Benguet
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REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____
 Name of Business : _____
 Address: _____
 Email address: _____ Telephone No. _____

QUOTATION NO. 2024-08-51
 DATE: AUGUST 22, 2024
 P.R. NO. :2024-04-727
 ABC: Php. 225,000.00
 FUND SOURCE: GAA Buguias Campus

The Benguet State University through its Bids and Awards Committee will undertake Negotiated Procurement-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 30 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 P.M of August 27, 2024 . **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (buguias.pmo@bsu.edu.ph)**
- The item/s shall be procured by: _____ a) line item; x 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: _____

SAMUEL S. POLIDEN
 Vice President for Academic Affairs
 Chairperson

College/Dept./Office: **BSU Buguias Campus-College of Education**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Supply and Delivery					
1	1	Unit	COPIER (Full Color Multifunction Printer) Copier (Color Multifunction Printer) with LAN + wireless LAN capability, ARDF functions With the minimum specifications: 1. Warm up time: 28 seconds or less; recovery time (from sleep mode): 12 seconds; full color capability; copy/print: 25ppm; power source: 220V, 50/60Hz 2. First output copy: b/w: 5.9 seconds, color: 8.1 seconds; 3. Memory: 4Gb; storage: 128Gb 4. Copier: multiple copy up to 999 copies; resolution 600 dpi; zoom: from 25% to 400% in 1% steps. 5. Printer: Standard: 1,200 x 2,400 dpi, High Quality: 1,200 x 2,400 dpi, High Resolution: 1,200 x 1,200 dpi; mobile printing capability. 6. Scanner: resolution: 600 x 600 dpi. 7. Paper size: A3, A4, A5, A6, B4, B5, B6; paper input capacity: Standard: 500 sheets, Maximum: 1,600 sheets; paper output capacity: Standard: 250 sheets. 8. Accessories: 3 tray modules (including the by pass tray); with Lifetime free service machine maintenance, warranty and software included with ONE (1) set of toners/inks, cabinet and 3KVA AVR 9. UPS- Input Voltage: 220VAC, Frequency: 50hz – 60hz, Output Voltage: 220VAC, capacity wattage: 1500VA, 1050 watts Output Voltage: 220VAC, capacity wattage: 1500VA X-X-X			225,000.00		
			TOTAL			225,000.00		
			XXXXXXXXXX					

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.