



Republic of the Philippines
Benguet State University
 2601 La Trinidad, Benguet
 www.bsu.edu.ph
 Telefax No. (074) 661-1839; Email: buguias.pmo@bsu.edu.ph

REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 2026-04- 21

Name of Business : _____

DATE: April 29, 2026

Address: _____

P. R. NO. : 2026-03-IGI-31

Email address: _____ Telephone No. _____

ABC: Php. **220,000.00**

FUND SOURCE: IGI-Buguias

The Benguet State University through its Bids and Awards Committee will undertake SVP for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 35 days upon receipt of PO.
- 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 05:00 P. M May 14, 2026. **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; 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: _____

JOSEL M. FLORENTIN
 BAC Chairman (Goods and Services)

College/Dept./Offic BUGUIAS CAMPUS-Records

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		Unit Cost	Total Cost
				COMPLY	COUNTER OFFER		
1	1	Unit	Supply and Delivery of Photocopier COPIER (Colour 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: bw: 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 X-X-X		220,000.00		
TOTAL						220,000.00	

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.