



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO.: 2026-16

DATE: 07/27/2026

Name of Business : _____

P.R. NO. : 2026-01-16

Address: _____

ABC: Php. 864,000.00

Email address: _____

Telephone No. _____

FUND SOURCE: IGI-Bokod

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

1. All entries must be written legibly and accurately.
2. Delivery period is within 20 calendar days.
3. 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.
4. Price validity shall be for a period of 30 calendar days.
5. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5PM of 08/03/2026 . **Offers may be submitted in sealed or open quotation in person, or email (bokod.procurement@bsu.edu.ph)**
7. The item/s shall be procured by: a) line item; / b) lot; c) sub-lot
8. 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).
9. * PhilGEPS Registration Number: _____


JOSEL M. FLORENTIN
Chairperson, BAC (Goods & Services)

College/Dept./Office: ICT Laboratory

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	12	unit	DESKTOP PC (complete set) with the MINIMUM specifications: Processor: 6cores 12Mb cache, must be in the latest or 2 generation / series lower than the latest product; Motherboard: must be compatible to the aforementioned processor with SLV; RAM: 16Gb; Storage: 512GB M.2 SSD + 1Tb HDD; Video card 4Gb; power supply: 650W true rated with 80+ bronze rated or higher power supply; Monitor: 24" FHD; Wireless: Wifi4; Accessories: ATX casing with transparent side panel with cable management; USB optical mouse and keyboard; 500w AVR; USB powered speaker; must provide USB recovery disk;LICENSES not counterfeit: installed operating system Windows 11 to be compatible to BSU application software with OEM box; Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with OEM box; NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 5 years; Warranty: 1 year			864,000.00		
TOTAL						864,000.00		
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.