



**REQUEST FOR QUOTATION (RFQ)**

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

QUOTATION NO.: 2026-46  
DATE: 10-08-2026  
P.R. NO. : 2026-09-30  
ABC: Php.: 330,448.65  
FUND SOURCE: IGF-FHE Deficiency

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:

- All entries must be written legibly and accurately.
- Delivery period is within 30 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.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the Benguet State University shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning bidder in accordance with GPPB Resolution No. 04-2026.
- The Benguet State University may cancel or terminate the contract at any time under any of the grounds provided under RA No. 12009.
- Deadline of submission of quotation is on or before 5 PM of 10-13-2026 Offers shall be submitted in sealed or open quotation in person to the **Procurement Management Office, 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; \_\_\_\_\_
- Documentary requirements to be submitted with this RFQ:**
  - ☐ Mayor's Permit / Business Permit
  - ☐ Latest Income / Business Tax Return (if the total ABC is above Php 500,000.00)
  - ☐ Duly Notarized Omnibus Sworn Statement under RA 12009 (shall the bidder opt to submit quotations for multiple lots with a combined Approved Budget for the Contract (ABC) exceeding Php.50,000.00, or for a single lot with an ABC exceeding Php.50,000.00, the submission of the Omnibus Sworn Statement (OSS) shall be required)
  - ☐ PhilGEPS Registration Certificate / PhilGEPS Registration No.: \_\_\_\_\_
  - ☐ Certificate of Exclusivity, patents, trade secrets, or copyrights (for Direct Contracting)
  - ☐ Professional license (for Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services )

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

College/Dept./Office: **BOKOD CAMPUS**

| Item No.                  | Qty | Unit   | Item                                                  | Technical Specifications (Brand and Model) |               | ABC        | Unit Cost | Total Cost |
|---------------------------|-----|--------|-------------------------------------------------------|--------------------------------------------|---------------|------------|-----------|------------|
|                           |     |        |                                                       | COMPLY                                     | COUNTER OFFER |            |           |            |
| 1                         | 12  | bottle | TONER CARTRIDGE, FUJI FILM, APEOS, CYAN - CT204010    |                                            |               | 67,648.65  |           |            |
| 2                         | 12  | bottle | TONER CARTRIDGE, FUJI FILM, APEOS, MAGENTA - CT204011 |                                            |               | 64,800.00  |           |            |
| 3                         | 12  | bottle | TONER CARTRIDGE, FUJI FILM, APEOS, YELLOW - CT204008  |                                            |               | 66,000.00  |           |            |
| 4                         | 22  | bottle | TONER CARTRIDGE, FUJIFILM, APEOS, BLACK - CT204010    |                                            |               | 132,000.00 |           |            |
|                           |     |        |                                                       |                                            | <b>TOTAL</b>  | 330,448.65 |           |            |
| *****Nothing Follows***** |     |        |                                                       |                                            |               |            |           |            |

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