



Republic of the Philippines  
**Benguet State University**  
 2601 La Trinidad, Benguet

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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 QUOTATION NO. 1612  
 DATE: November 14, 2024  
 P.R. NO.: 2024 -II- 1725  
 ABC: Php. 260,000.00  
 FUND SOURCE: GAA-FLR 2023

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

- All entries must be written legibly and accurately.
- Delivery period is within 7 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 NOV. 19, 2024 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: \_\_\_\_\_ date of OR: \_\_\_\_\_  
 \_\_\_\_\_ (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**  
 Chairperson, BAC (Goods & Services)

College/Dept./ Office: College of Medicine

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost	
				COMPLY	COUNTER OFFER				
1	1	unit	Digital Duplicator -high speed digital master-making/ fully automatic printing Original Scanning Mode, Scanning Level/ Enlargement/ Reduction, Dot Process, 2-up, Book, Ink Saving, Quick Master Making, ADF Semi-Auto, Speed, Density, Print Position Program A/B, D-feed check, slip sheet sorting, Job Separation, Idling, Confidential, Meter Display, Count Report Output, Proof, Direct Printing, USB Flash via Printing, Paper Memory Print, Auto Sleep Setting, Auto Power Off Setting, ECO mode. Master Making time: Quick Master Making mode: Approx. 17 seconds (letter, short-edged feed, Normal Master Making Mode: Approx. 19 seconds (letter, short-edged feed) Scanning: 600 dpi x 600 dpi Printing: 300 dpi x 600 dpi, Quick Master Making mode: 300 dpi x 400 dpi Maximum Scanning Area: 297mm x 432mm Print Paper Weight: 46gsm to 157gsm			ABC			
			Print Paper Size: 100mm x 148mm to 310mm x 432mm Maximum Printing Area: 210mm x 357mm Paper feed tray stacking capacity: 1000 sheets, stacking height 110mm or lower Paper Receiving Tray Stacking Capacity: 1000 sheets, stacking height 110mm or lower Print Speed: 5 levels: 60, 80, 100, 120 and 130ppm Horizontal: +/- 15mm, Vertical: +/- 10mm Image Processing Mode: Line, Photo, Duo, Pencil/Print Reproduction Ratio: Zoom (50% to 200%), 100% reproduction ratio, 3 levels of enlargement (141%, 122%, 116%), 4 levels of reduction (94%, 87%, 82%, 71%) User Interface: LCD panel PC interface: USB 2.0, Ethernet: 100BASE-TX, 10BASE-T Master Supply/ Disposal: Full automatic (Legal: approx. 250 sheets per roll) Display capacity: approx. 100 sheets Power Supply: AC 100-120 V, 3.4 A AC 220-240V 1.6A, 50-60Hz Dimension: In Use 1415 mm x 670 mm x 1065mm				260,000.00		
<b>TOTAL</b>								<b>260,000.00</b>	

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.

Revised: 9/19/2021