



REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO.2025-1326

Name of Business : _____

DATE: September 17,2025

Address: _____

P.R. NO. : 2025-04-713

Email address: _____ Telephone No. _____

ABC: Php. 250,000.00

FUND SOURCE: IGI

1. Delivery period is within **30** calendar days.
2. The item/s shall be procured by: a) line item; b) lot; c) sub-lot

College/Dept./Office: **OUR**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	Copier (Color Multifunction Printer) with LAN + wireless LAN capability, ARDF functions With the minimum specifications: Photocopier with ARDF with the minimum specifications: condition: brand-new; Warm-up time 24 seconds; Recovery time From Energy Saver Mode 6.6 seconds; Print: Color; Continuous Output Speed: 20 ppm; RAM: 6 GB—2 GB mainframe + 4 GB Smart Operation Panel; 10.1" Smart Operation Panel; Storage: 256GB; 587 x 701 x 913 mm mainframe; Weight—mainframe 89.7 kg; Standard input capacity (sheets) 1,200; Maximum input capacity (sheets) 2,300; Maximum output capacity (sheets) 1,625; ARDF/SPDF capacity: 100/220 sheets; Connectivity: LAN (with Gb support), USB, TCP/IP (IPv4, IPv6); Copier: copies: up to 999; Res: 600 dpi, Zoom: 25% - 400%; Printer: CPU: 1.3 GHz; Res: 1200 x 1200 dpi; Mobile Printing: Morpia, NFC; Scanner: Via ARDF 80 ppm—200 x 200 dpi, 300 x 300 dpi; SPDF (simplex/duplex): 120/240 ipm: Res: 1200 dpi; Paper handling: Paper size: A3; Paper input (strd/max): 1200/2300 sheets; Paper output (strd/max): 500/1600 sheets; with 1 set of extra toners (CYMB), cabinet, 3KVA AVR, and warranty			250,000.00		
			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.



Republic of the Philippines
Benguet State University
La Trinidad, 2601, Benguet Province
Tel/Fax No. (074) 661-1839



Bids and Awards Committee

INVITATION TO SUBMIT QUOTATION

The Benguet State University (BSU), through the Bids and Awards Committee (BAC), will undertake a Negotiated Procurement- Two Failed Biddings for the Project:

Request for Quotation (RFQ) Number	Project	Approved Budget	Source of Fund
2025-1326	Procurement of 1 unit Copier	Php. 250,000.00	IGI

REQUIREMENTS:

A. LEGAL DOCUMENTS

1. Valid PhilGEPS Registration - Platinum Membership (all pages) kindly attached updated permits/licenses;
2. Notarized Omnibus Sworn Statement

B. FINANCIAL DOCUMENTS

1. Computation of Net Financial Contracting Capacity (NFCC); or Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;
2. Request for Quotations- Indicate brand & model of the offer (if applicable);
3. Detailed Descriptions/ Brochures of the items- Optional (Highly encouraged);
4. Other supporting documents (e.g. accreditations, exclusive distributorship and others)

SCHEDULE:

A. Issuance of Request of Quotation:

Interested bidders can get a copy of the Quotation documents starting **September 18, 2025** during office hours at the Procurement Management Office (PMO), 1st Floor, Administration Building, Benguet State University, La Trinidad, Benguet or may be downloaded from the PhilGeps.gov.ph.

B. Deadline for Submission and Opening of Quotations

Submission of Quotations along with eligibility and technical documents is on or before **September 25, 2025 at 8:30 AM** at the Procurement Management Office (PMO), 1st Floor, Administration Building, Benguet State University (BSU), La Trinidad, Benguet. Submission may be submitted manually, or through email at procurement@bsu.edu.ph.

The **Opening of Quotations** will be on **September 25, 2025 at 9:00 AM** at the, RDC Hall, 2nd Floor, Administration Building, Benguet State University (BSU), La Trinidad, Benguet.

TERMS AND CONDITIONS:

- a) Bidders shall provide correct and accurate information required in the Price Quotation Form;
- b) Price Quotation must be valid for a period of Thirty (30) calendar days from the date of submission;
- c) Award of contract shall be made to the quotation which complies with the technical specification/ requirement and other terms and conditions stated in the price quotation form;
- d) Quotations exceeding the Approved Budget for the Contract shall be rejected;
- e) The items shall be delivered within thirty (30) calendar days from receipt of notice to proceed.
- f) Liquidated damages equivalent to one tenth of one percent (1/10 of 1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. BSU shall rescind the contract once the cumulative amount of the contract exceeded ten percent (10%) of the total contract price, without prejudice to other courses of action and remedies open to it.

For further information or clarification, please refer to:

BAC Secretariat

Procurement Management Office (PMO)

1st Floor Administration Building,

Benguet State University,

La Trinidad, Benguet

Email: procurement@bsu.edu.ph

Tel. Fax/No. 661-1839/ CP No. 09506032749

SGD

JOSEL M. FLORENTIN

Chairperson

Bids and Awards Committee

(Goods & Services)