



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

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

1721
QUOTATION NO. DEC 03 2025
DATE: _____
P.R. NO. : 2025-12-1674
ABC: Php. 200,000.00
FUND SOURCE: SP-OPAPRU PROJECT FUND

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 10 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 5:00 pm of Dec. 9, 2025. 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: _____
(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
Chairperson, BAC (Goods & Services)

College/Dept./Office: SRD

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			A. Semi-Expendable Equipment (Equipment Costing Less than 50,000.00)					
1	2	unit	Colored Printer with ADF- Brand new, PRINT: Type: AIO with ADF; Max Res: 4800x 1200 dpi; ADF Capacity: 30 sheets; Automatic 2-sided Printing: Yes. COPY Max copy size: Legal; Max copies: 99; Copy Res: 600 x 600 dpi; A4 Simplex Flatbed (Black / Colour): Up to 11.0 / 5.5 ipm or equivalent; A4 Simplex ADF (Black / Colour): Up to 60 sec / 82 sec; Interface: USB, Wifi 4, Wifi Direct, TCP, SNMP, DHCP; Control panel: 2.0" Colour LCD Screen			38,160.00		
2	3	unit	LAPTOP- Processor: 6cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; RAM: 16Gb; Storage: 512SSD / M2; Accessories: Bag, Charger, wireless mouse, universal socket adaptor, LAN / video, must provide adaptor LAN if not built in within the unit; LICENSES not counterfeit; installed operating system Windows 11 to be compatible to BSU application software with OEM box / if bundled must have a licensed activation key; Installed Office Suite (perpetual); has at least: word processor, spreadsheet, presentation with OEM box / if bundled must have a licensed activation key; must provide USB recovery disk; 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;			114,840.00		
3	1	unit	DESKTOP PC (complete set) with the MINIMUM specifications: System unit: Processor: 4cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; Motherboard: must be compatible to the aforementioned processor with SLV; RAM: 16Gb; Storage: 1Tb NVME PCIe 3.0 SSD; power supply: 500W true rated with 80+ bronze rated or higher power supply; Monitor: 24" FHD* FHD; Wireless LAN card: 802.11 ac/a/b/g/n; 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;			47,000.00		
			TOTAL			200,000.00		
			XXXXXXXXXX					

Counter offers:

Delivery Period: _____
Warranty: _____
Price Validity: _____

W
e

Signature over Printed Name

Date and Time of Receipt of RFQ