



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

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

QUOTATION NO. 071  
 DATE: MAY 20 2025  
 P.R. NO.: 2025-04-642; 2025-04-741  
 ABC: **₱265,060.00**  
 FUND SOURCE IGI

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 **15** 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 May 20, 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: **BSU-ATBI/ IC; OVPAA**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>Supply, and Delivery of Inks and Consumables for Photocopier</b>								
Sublot One (1). Supply and Delivery of Consumables for EPSON Photocopier						<b>9,560.00</b>		
1	2	pc	Epson WF-C869R Maintenance Box			9,560.00		
Sublot Two (2). Supply, and Delivery of Toners for Fuji C3060 Photocopier						<b>255,500.00</b>		
2	8	pc	Toner Cartridge (K) for Fuji C3060			68,000.00		
3	5	pc	Toner Cartridge (C) for Fuji C3060			62,500.00		
4	5	pc	Toner Cartridge (M) for Fuji C3060			62,500.00		
5	5	pc	Toner Cartridge (Y) for Fuji C3060			62,500.00		
<b>TOTAL</b>						<b>₱265,060.00</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.