Republic of the Philippines
Benguet State University
2601 La Trinidad, Benguet
www.bsu.edu.ph
Telefax No. (074) 661-1839; Email:procurement@bsu.edu.ph

REQUEST FOR QUOTATION (RFQ)

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

QUOTATION NO.: 1915
DATE: OCT 21 2026
P.R. NO. : 2026-09-IGF-727
ABC: Php.: 1,197,800.00
FUND SOURCE:IGF (common)

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:*

1. All entries must be written legibly and accurately.
2. Delivery period is within 15 calendar days.
3. 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.
4. Price validity shall be for a period of 30 calendar days.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
6. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
7. 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.
8. The Benguet State University may cancel or terminate the contract at any time under any of the grounds provided under RA No. 12009.
9. Deadline of submission of quotation is on or before 5:00 PM of Oct. 22 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)**
10. The item/s shall be procured by: **a) line item;** ✓ **b) lot;** _____ **c) sub-lot;** _____
11. **Documentary requirements to be submitted with this RFQ:**

a. ☐Mayor's Permit / Business Permit
b. ☐Latest Income / Business Tax Return **(If the total ABC is above Php 500,000.00)**
c. ☐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)**
d. ☐PhilGEPS Registration Certificate / PhilGEPS Registration No.:_____
e. ☐Certificate of Exclusivity, patents, trade secrets, or copyrights (for Direct Contracting)
f. ☐Professional license (for Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)

JOSE M. FLORENTIN
Chairperson, BAC (Goods & Services)

College/Dept./Office: **OP - ICT**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	226	pc	**Microsoft Office Academic License with the minimum Specification:** **Supply and delivery** of a perpetual academic license for Microsoft Office (latest available version or one version lower), must have has at least: word processor, spreadsheet, and presentation; compliant with applicable Microsoft academic licensing policies. The license shall include access to product updates, security patches, as provided by Microsoft and applicable to the licensed product. **License Delivery and Activation:** The license shall be provisioned through the Microsoft 365 Admin Center or the applicable Microsoft-authorized licensing management portal under the Cloud Solution Provider (CSP) program. The supplier shall provide the necessary license entitlement details, installation media access, product keys where applicable, and activation instructions to enable the University to download, install, and activate the licensed software. License assignment and activation shall be supported by the supplier in accordance with Microsoft's licensing requirements and the University's administrative access arrangements. The supplier shall provide official documentation or verifiable proof of license ownership, license type, perpetual validity, and successful provisioning to ensure authenticity and compliance with Microsoft's applicable academic licensing terms.			1,197,800.00		
			xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
						Note: Kindly indicate unit price per item.		
******Nothing Follows******								

Counter offers:

Delivery Period: _____
Warranty: _____