



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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

196  
QUOTATION NO. FEB 03 2026  
DATE:

Name of Business : \_\_\_\_\_

2026-01-GAA-166 ,2026-01-GAA-81 ,2026-01-GAA-143 ,2026-01-GAA-319 ,2026-01-GAA-313

Address: \_\_\_\_\_

P.R. NO.: 2026-01-GAA-87 ,2026-01-GAA-306 ,2026-01-GAA-438 ,2026-01-GAA-306 ,2026-01-GAA-148 ,2026-01-GAA-438,2026-01-GAA-369, and 2026-01-GAA-101

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: ₱968,033.75

FUND SOURCE: GAA

*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. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5:00 PM of February 09, 2026. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
7. The item/s shall be procured by: a) line item; b) lot; / c) sub-lot
8. 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).
9. \* PhilGEPS Registration Number: \_\_\_\_\_

  
**JOSEL M. FLORENTIN**  
Chairperson, BAC (Goods & Services)

College/Dept./Office: QUBS\_NPRCRTC\_HRDO\_CBOO\_NPRCRTC\_BUDGET OFFICE\_CIS\_CPAQ\_IHFSA\_OQAA, and CNS

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>Supply, and Delivery of Genuine/Original Toners and Consumables for Photocopiers</b>								
Sublot 1			Supply, and Delivery of Genuine/Original Toners and Consumables for EPSON Photocopiers			772,685.50		
1	2	piece	Epson WF-C869 Ink, T9731 Black			18,700.00		
2	2	piece	Epson WF-C869 Ink, T9732 Cyan			24,000.00		
3	2	piece	Epson WF-C869 Ink, T9733 Magenta			24,000.00		
4	2	piece	Epson WF-C869 Ink, T9734 Yellow			24,000.00		
5	1	packs	Standard, Ink Pack for Epson WF-C869R, Black			11,000.00		
6	1	packs	Standard, Ink Pack for Epson WF-C869R, Cyan			12,000.00		
7	1	packs	Standard, Ink Pack for Epson WF-C869R, Magenta			12,000.00		
8	1	packs	Standard, Ink Pack for Epson WF-C869R, Yellow			12,000.00		
9	5	packs	Standard Black Ink Pack for Epson WF-C869, T9731			50,000.00		
10	2	packs	Standard Cyan Ink Pack for Epson WF-C869, T9731			24,000.00		
11	2	packs	Standard Magenta Ink Pack for Epson WF-C869, T9731			24,000.00		
12	2	packs	Standard Yellow Ink Pack for Epson WF-C869, T9731			24,000.00		
13	6	bottle	Epson WF-C869 Maintenance box			33,000.00		
14	1	piece	Genuine Toner T9732/ T9732N Cyan (for Epson WF-C869 Copier)			10,735.00		
15	1	piece	Genuine Toner T9734/T9734N Yellow (for Epson WF-C869 Copier)			10,735.00		
16	1	piece	Genuine Toner, T9731/ T9731N Black (for Epson WF-C869 Copier)			7,780.50		
17	1	piece	Genuine Toner, T9733/ T9733N, Magenta (for Epson WF-C869 Copier)			10,735.00		
18	10	bottle	Large Black Ink pack for Epson EM-C8100			160,000.00		
19	10	bottle	Large Cyan Ink pack for Epson EM-C8100			90,000.00		
20	10	bottle	Large Magenta Ink pack for Epson EM-C8100			90,000.00		

21	10	bottle	Large Yellow Ink pack for Epson EM-C8100			90,000.00		
22	2	bottle	Maintenance box for Epson EM-C8100(T13K)			10,000.00		
Sublot 2		Supply, and Delivery of Genuine/Original Toners and Consumables for FUJI Photocopiers				151,948.25		
23	1	bottle	A C3060 Toner Cartridge C			12,500.00		
24	1	bottle	A C3060 Toner Cartridge K			8,500.00		
25	1	bottle	A C3060 Toner Cartridge M			12,500.00		
26	1	bottle	A C3060 Toner Cartridge Y			12,500.00		
27	5	bottle	A C3060 WasteToner Cartridge			14,000.00		
28	1	piece	Fuji Apeos C325 Ink, Black			5,000.00		
29	2	piece	fuji docucentre s2020 black toner cart			10,000.00		
30	2	piece	fuji docucentre s2110 black toner cart			8,000.00		
31	4	piece	Fuji Xerox DocuCentre S2110 Toner Cartridge			14,000.00		
32	1	bottle	Fuji Xerox Genuine Toner, Cartridge, DCVC 2265 C Fuji			15,218.23		
33	1	bottle	Fuji Xerox Genuine Toner, Cartridge, DCVC 2265 K Fuji			9,935.63		
34	1	bottle	Fuji Xerox Genuine Toner, Cartridge, DCVC 2265 M Fuji			14,660.01		
35	1	bottle	Fuji Xerox Genuine Toner, Cartridge, DCVC 2265 Y Fuji			15,134.38		
Sublot 3		Supply, and Delivery of Genuine/Original Toners and Consumables for HP Photocopiers				43,400.00		
36	7	unit	Toner (M42623), 13136x, 13700 (HP Laser Jet MFD M42623DN)			43,400.00		

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.

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