



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

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

QUOTATION NO. 247  
 DATE: FEB 06 2026  
 P.R. NO.: 2026-01-IGF-29 ,2026-01-IGF-265 ,2026-01-IGF-124 , and 2026-01-IGF-64  
 ABC: P1,059,160.00  
 FUND SOURCE: IGI

The Benguet State University through its Bids and Awards Committee will undertake **Small Value Procurement** for the items 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 **8:30 AM of February 14, 2026**. **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: \_\_\_\_\_, place of issue: \_\_\_\_\_, (if renewal of
- \* PhilGEPS Registration Number: \_\_\_\_\_

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

College/Dept./Office: HRDO, OUR, CIS, and CTE-EGDC

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 for EPSON Photocopiers									
1	6	box	Large Black Ink pack for Epson EM-C8100			258,000.00			
2	6	box	Large Cyan Ink pack for Epson EM-C8100			96,000.00			
3	6	box	Large Magenta Ink pack for Epson EM-C8100			54,000.00			
4	6	box	Large Yellow Ink pack for Epson EM-C8100			54,000.00			
Sublot 2 Supply, and Delivery of Genuine/Original Toners and Consumables for FUJI Photocopiers									
5	10	piece	Toner for Fuji xerox model DCV2265, K			118,800.00			
6	5	piece	Toner for Fuji xerox model DCV2265, M			85,800.00			
7	5	piece	Toner for Fuji xerox model DCV2265, C			85,800.00			
8	5	piece	Toner for Fuji xerox model DCV2265, Y			85,800.00			
9	6	piece	Toner, Cartridge, DCVC 2265 K fuji			63,360.00			
10	5	piece	Toner, Cartridge, DCVC 2265 C fuji			79,200.00			
11	5	piece	Toner, Cartridge, DCVC 2265 M fuji			79,200.00			
12	5	piece	Toner, Cartridge, DCVC 2265 Y fuji			79,200.00			
13	5	piece	Drum Cartridge KCMY, DCVC 2265 fuji			79,200.00			
14	6	piece	Waste Toner Container, DCVC 2265 fuji			19,800.00			
14	2	piece	Fuji xerox docucentre s2110 drum cartridge			25,000.00			
Utilize the <b>Technical Specifications (Brand and Model) column to specify the model/Part Number/CT code of your offer.</b> <b>Attach a Certificate of Dealership from your supplier. Thank you.</b>									
<b>TOTAL</b>							<b>₱1,059,160.00</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.