



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. : 405

Name of Business : _____

DATE: FEB 25 2026

Address: _____

P.R. NO. : 2026-02-IGF-370

Email address: _____ Telephone No. _____

ABC: Php. 260,087.29

FUND SOURCE: IGF

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 30 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 45 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 March 3, 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 : _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____

JOSEL M FLORENTIN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: UBA

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
Common Office Supplies								
1	50	pc	Certificate Holder , A4 , <u>GREEN</u>			3,000.00		
2	50	pack	Special paper 200gsm white, A4, 10s			5,000.00		
3	5	ream	Folder, brown and white, legal			4,250.00		
4	3	pc	DCV C2560 Toner cartridge K			42,000.00		
5	3	pc	DCV C2560 Toner cartridge C			42,000.00		
6	3	pc	DCV C2560 toner cartridge M			42,000.00		
7	3	pc	DCV C2560 toner cartridge Y			42,000.00		
8	3	pc	DCV C2560 Waste Toner			18,000.00		
9	18	pc	Genuine Ink, epson 003, Yellow, <u>65ml</u>			6,700.68		
10	18	pc	Genuine Ink, epson 003, Cyan, <u>65ml</u>			6,700.68		
11	18	pc	Genuine Ink, Epson 003, Magenta <u>65ml</u>			6,700.68		
12	25	pc	Genuine Ink, epson 003, Black, <u>65ml</u>			9,335.25		
13	8	pc	Genuine Ink, brother BT5000M 48.8ml			4,400.00		
14	8	pc	Genuine Ink, brother BT5000Y 48.8ml			4,400.00		
15	8	pc	Genuine Ink, brother BT5000C 48.8ml			4,400.00		
16	12	pc	Genuine Ink, brother BT60BK 108ml			7,200.00		
17	5	pc	Wastepad, epson printer, <u>2PK L380 3PK S290</u>			6,000.00		
18	5	pc	Wastepad, brother printer, <u>DCP-T720W</u>			6,000.00		
TOTAL						P 260,087.29		
XXXXXXXXXXXX								

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.