



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

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

QUOTATION NO. 382
 DATE: FEB 24 2026
 P.R. NO. : 2026-01-GAA-167; 2026-01-GAA-183;
 2026-01-GAA-381; 2026-01-GAA-402; 2026-01-GAA-
 233; 2026-01-GAA-486; 2026-01-GAA-485; 2026-01-
 GAA-452; 2026-02-GAA-503
 ABC: Php. 227,695.00
 FUND SOURCE: GAA

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 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 March 9, 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: **OUBS; PMU; CTE; CA; VP AdFin; OP; FSRIC; CE; SPMO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	2	unit	Binding Machine - 24 Holes, Heavy Duty, Manual Binding Capacity up to 2" or 425 sheets of paper (70gsm) Disengageable Die Pins 24 PINS (see attached picture)			40,000.00		
2	1	unit	Comb Binding Machine - heavy duty, max. binding width: F4 size; max. binding capacity: 140 sheets (80 gsm paper)			11,000.00		
3	1	unit	Paper Shredder - shredding Capacity: Minimum 16 sheets per pass, Shred Size: Maximum particle size 4 x 40 mm, Security Level: 4, Bin Capacity: 30 liters, Materials Compatibility: Paper, CD/DVD, credit cards, staples, paperclips, Continuous Run Time: Minimum 30 minutes, Noise Level: 58dB			18,000.00		
4	1	unit	Paper Shredder - 30L bin capacity, micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire			26,000.00		
5	1	unit	Paper Shredder - heavy duty, micro-cut, 200 sheet auto feed/10 sheet manual feed, 8.5 gallon bin with casters			6,000.00		
6	1	unit	Paper Shredder - heavy duty, 220V, 23-25 liters capacity			15,000.00		

7	1	unit	Paper Shredder - cross cut type, cut type: cross cut (particles, typically P-3 or P-4 security level), sheet capacity: 8-12 sheets of A4 (80 gsm) per pass, shred size: 4 x 37 mm to 5x47 mm, providing secure, unreadable confetti-like particles, bin capacity: 11.5L to 22L, with pull-out bins for easy emptying, runtime: 3-6 minutes continuous operation, followed by 20-30 minutes cooldown, shreddable materials: paper, staples, paper clips, and credit cards, safety features: overheat/overload protection, auto reverse for jams, and safety lock			10,720.00		
8	1	unit	Paper Shredder - intelligent induction, overheat protection, stop protection, auto reverse, continuous run time: 10 min., bin capacity:23L, dimension: 350 x 250 x 550mm, 220v, 180W			10,000.00		
9	2	unit	Paper Shredder - shredding Capacity: Minimum 16 sheets per pass, Shred Size: Maximum particle size 4 x 40 mm, Security Level: 4, Bin Capacity: 30 liters, Materials Compatibility: Paper, CD/DVD, credit cards, staples, paperclips, Continuous Run Time: Minimum 30 minutes, Noise Level: 58dB			36,000.00		
10	1	unit	Paper Shredder - ±120 minutes continuous run time; can shred CD/DVD, paper card, paper clip, staple; +16-24 sheets capacity; 30-50L bin capacity; ±58db machine noise;at least 240W; at least 390x302x615mm dimension; german level 4 confidentiality; nitride, sharp and durable steel knife; intelligent induction, overheat protection, stop protection, and auto reverse functions; 30L-50L visible paper bucket, at least 1 year warranty			30,000.00		
11	1	unit	Paper Cutter - sliding, metal base, up to A3 size			3,875.00		
12	1	unit	Laminating Machine - thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold laminating, atleast 13" laminating length			4,600.00		
15	3	unit	Evaporated Air Cooler - voltage: 220V/60Hz; input power: 150W			16,500.00		
			XXXXXXXXXXXX			227,695.00		

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.

Revised: 9/19/2022