



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

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

QUOTATION NO. 526
 DATE: MAR 13 2026
 P.R. NO. : 2026-03-GAA Contg.-535; 2026-02-GAA Contg.-526; 2026-02-GAA Contg-520
 ABC: Php.750,000 .00
 FUND SOURCE: GAA-Contg.

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 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 17, 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)

MAR 13 2026

College/Dept./Office: **OVPRE: PMO: BUDGET**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	Copier (Color Multifunction Printer) - with LAN + wireless LAN capability, ARDF functions With the minimum specifications: Photocopier with ARDF with the minimum specifications: condition: brand-new; Warm-up time 24 seconds; Recovery time From Energy Saver Mode 6.6 seconds; Print: Color; Continuous Output Speed: 20 ppm; RAM: 6 GB—2 GB mainframe + 4 GB Smart Operation Panel; 10.1" Smart Operation Panel; Storage: 256GB; 587 x 701 x 913 mm mainframe; Weight—mainframe 89.7 kg; Standard input capacity (sheets) 1,200; Maximum input capacity (sheets) 2,300; Maximum output capacity (sheets) 1,625; ARDF/SPDF capacity: 100/220 sheets; Connectivity: LAN (with Gb support), USB, TCP/IP (IPv4, IPv6); Copier: copies: up to 999; Res: 600 dpi, Zoom: 25% - 400%; Printer: CPU: 1.3 GHz; Res: 1200 x 1200 dpi; Mobile Printing: Mopria, NFC; Scanner: Via ARDF 80 ppm—200 x 200 dpi, 300 x 300 dpi; SPDF (simplex/duplex): 120/240 ipm; Res: 1200 dpi; Paper handling: Paper size: A3; Paper input (strd/max): 1200/2300 sheets; Paper output (strd/max): 500/1600 sheets; with 1 set of extra toners (CYMB), cabinet, 3KVA AVR, and warranty			250,000.00		
2	1	unit	Copier - warm up time: 24 seconds, first copy speed: B/W: 5.1 seconds, first copy speed: full copy speed: full colour: 7.4 seconds, continuous output speed: 20 ppm, memory: standard 6 G, memory maximum 6 GB, SDD: standard 256 GB, SDD: optional 1 TB, ARDF capacity: 100 sheets, weight: 89.7 kg, dimension: 587Wx701Dx 913H, power source: 220-240V, 50/60Hz, COPIER: multiple copying: up to 999 copies, resolution: 600 dpi, zoom: from 25% to 400% in 1% steps, PRINTER: first print speed: B/W 4.5 seconds, first print speed; full colour 7 seconds, CPU: Apollolake E3930 1.3 GHz, printer language: standard PCL5, PCL6, PostScript 3 (emulation), PDF direct, printer language: option Genuine AdobePostscript 3, PDF Direct from Adobe, print resolution: maximum 4,800 x 1200 dpi equivalent, network interface: option wireless LAN (IEEE 802.11 a/b/g/n/ac), Additional N/C (2nd port), mobile printing capacity: apple Air Print, Mopria, nfm Ricoh Smart Device Connector, windows environment: windows 8.2, windows 11, widows 10, windows server 2012R2, windows/server, MAC OS environment: Macintosh OS x v10.15 or later, UNIX environments: UNIX Sun Solaris, HP-UX, SCO open server, Redhat Linux Enterprise, other supported environments, IBM i series, SCANNER: scanning speed: ARDF 80pm (200/300 dpi) resolution maximum: 1200 dpi, compression method: TIFF (MH, MR, MMR, JBIG2) gray scale, file formats:			250,000.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			single page TIFF, single page PDF/A, multipage TIFF, multi page PDF, multi page high compression PDF, multi page PDF/A, single page encryption PDF, multi page encryption PDF, single/multi OCR (optional), scan mode: email, folder, USB, 1200 dpi scanning supported only with A5 or smaller paper size, FAX (OPTION): circuit: PSTN, PBX, transmission speed: 3 seconds, moder speed: maximum 33.6 kbps, resolution: standard 8x3.85 line mm, 200 x 100 dpi, resolution: option 16x5.4 line mm, 400x400 dpi, compressionmethod: MH, MR, MMR, JBIG, scanning speed: 68 spm, memory: standard 4MB (320 pages), memory: maximum 60 MB, (4800 pages), PAPER HANDLING: recommended paper size: standard paper tray(s): SRA3, A3, A4, A5,A6,B4,B5,B6, envelopes, optional paper tray(s): SRA3, A3, A4, A5,A6,B4,B5,B6, envelopes, bypass tray: SRA3, A3, A4, A5,A6,B4,B5,B6, envelopes,paper input: standard 1200 sheets, paper input:2300 sheets, paper weight: trays: (60-200 g m3), bypass (52-300 g m3), duplex (52-169 g m3), paper types: plain paper, letterhead, cardstock, preprinted paper, bond paper, coatedpaper, envelope, glass paper, label paper with 1 set toner(CYMK), 1 extra toner (CYMK), 1 pc., 3KVA-AVR, 1 pc., steel cabinet.					
3	1	unit	Copier - (Color Multifunction Printer) with LAN + wireless LAN capability, ARDF functions With the minimum specifications: Condition: Brand-new; Print: Color; Warm-up time: 21 seconds; First output speed: 5.1 seconds (B&W), 7.4 seconds (full color); Continuous output speed: 20ppm; RAM: 4GB; storage: 320GB; ARDF/SPDF capacity: 100/220 sheets; Connectivity: LAN (with Gb support), USB, WiFi4; COPIER: Copies:upto 999; Res: 600dpi, Zoom: 25%-400%; PRINTER: CPU: 1.3 GHz; Res: 1200 x 1200 dpi; Mobile Printing: Mopria, NFC;SCANNER: ARDF: 80ipm;SPDF (simplex/duplex): 120/240 ipm; Res: 1200 dpi; PAPER HANDLING: Paper Size: A3; Paper input (strd/max): 1200/2300 sheets; Paper output (strd/max): 500/1600 sheets; with 1 set of extra toners (CYMB), cabinet, 3KVA AVR, and warranty; Note: include consumables computation and price			250,000.00		
			XXXXXXXXXX			750,000.00		

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

RFQ 520