



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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 QUOTATION NO. 021  
 DATE: APR 13 2026  
 P.R. NO.: 2026-02-IGF-344; 2026-02-IGF-263; 2026-01-IGF-103  
 ABC: Pnp.785,000.00 ✓  
 FUND SOURCE: IGF

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 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 April 20, 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 items 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: **HRMO: NSTP- OUR**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	<b>Digital Duplicator Machines</b> With the minimum specifications: Atleast 130 prints per minute and 300 x 600 dpi print resolution. PRINT SPEED: 130 ppm; MASTER MAKING TIME: Approx. 35 sec or less, PRINTING RESOLUTION: 300 x 600 dpi, PRINTING PAPER WEIGHT: 50-157 gsm, PRINTING PAPER SIZE: Legal/A4/Letter, SCANNING RESOLUTION 300 x 600 dpi, SCANNING AREA 297 x 435 mm, MASTER SUPPLY Master CV A4, Legal, Approx. 200 sheets/roll, Ink Black, 800 ml, With complete accessories, toner, cabinet and 3KVA AVR		255,000.00			
2	1	unit	<b>Copier</b> - (Color Multifunction Printer) with LAN + wireless LAN capability, ARDF functions With the minimum specifications: Warm up time: 28 seconds or less, recovery time (from sleep mode): 12 seconds; full color capability; copy/print: 20ppm; power source: 220V, 50/60Hz; First output copy: bw: 5.9 seconds, color: 8.1 seconds; Memory: 4Gb; storage: 128Gb; Copier: multiple copy up to 999 copies; resolution 600 dpi; zoom: from 25% to 400% in 1% steps; Printer: Standard: 1,200 x 2,400 dpi, High Quality: 1,200 x 2,400 dpi, High Resolution: 1,200 x 1,200 dpi; mobile printing capability; Scanner: resolution: 600 x 600 dpi; Paper size: A3, A4, A5, A6, B4, B5; paper input capacity: Standard: 500 sheets, Maximum: 1,600 sheets; paper output capacity: Standard: 250 sheets; Accessories: 3 tray modules (including the bypass tray); with Lifetime free service machine maintenance, warranty, software, cabinet and 3KVA AVR. (No toners included BYMC) Note: include consumables computation and price		230,000.00			
3	1	unit	<b>Copier</b> - (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, WiFi; 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 (std/max): 1200/2300 sheets; Paper output (std/max): 500/1600 sheets; with 1 set of extra toners (CYMB), cabinet, 3KVA AVR, and warranty, Note: include consumables computation and price		300,000.00			
Counter offers:				XXXXXXXXXXXX	785,000.00			

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.