



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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

QUOTATION NO. 828

Name of Business : \_\_\_\_\_

DATE: MAY 13 2026

Address: \_\_\_\_\_

P.R. NO. : 2026-01-GAA-  
 79,82,107,126,131,168,180,202,222,240,243,258,267,273,277,28  
 2,287,299,304,308,318,332,341,343,348,383,401,415,423,430,43  
 6,439,467,470,492,494,534,537,  
 547,548,575,571,608

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: Php. 312,897.39

FUND SOURCE: GAA

The Benguet State University through its Bids and Awards Committee will undertake **Small Value Procurement** 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 **5:00PM of May 18, 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: **Various Office**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>1 Lot Supply and Delivery of External Hard Drive &amp; Flash Drive</b>						<b>312,897.39</b>		
1	68	Unit	EXTERNAL HARD DRIVE with the MINIMUM specifications; Capacity: 1TB, 2.5" Size; USB 3.0, 1 unit in individual box ; NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past <u>10</u> years			242,825.49		
2	393	piece	FLASH DRIVE, with the MINIMUM specifications; Capacity: 16 GB, USB 3.0, 1 piece in individual blister pack ; NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past <u>10</u> years			70,071.90		
*****Nothing Follows*****								

Note: Kindly indicate unit price per item.

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.