



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 2025-08-75

Name of Business : _____

DATE: August 4, 2025

Address: _____

P.R. NO. :2025-06-08, 2025-06-16 & 2025-07-23

Email address: _____ Telephone No. _____

ABC: Php. **505,000.00**

FUND SOURCE: IGI Buguias

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:

1. All entries must be written legibly and accurately.
2. Delivery period is within 30 Days
3. 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.
4. Price validity shall be for a period of 30 calendar days.
5. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5:00 P.M Aug. 15, 2025. **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (buguias.pmo@bsu.edu.ph)**
7. The item/s shall be procured by: x a) line item; b) lot; c) sub-lot
8. 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).
9. * PhilGEPS Registration Number: _____

JOSEL M. FLORENTIN
BAC Chairman (Goods and Services)

College/Dept./Office: **BUGUIAS CAMPUS-CoE, Planning Office & ICT**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Supply and Delivery of IT Equipment					
1	2	set	DESKTOP PC (complete set) <i>with minimum specifications:</i> <i>System unit:</i> Processor: 4cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; <i>Motherboard:</i> must be compatible to the aforementioned processor with SLV, RAM: 8Gb; <i>Storage:</i> 512 SSD/m2;power <i>supply:</i> 500W true rated with 80+ bronze rated or higher power supply; Monitor: 24" FHD; <i>Wificard Accessories:</i> ATX casing with transparent side panel with cable management; USB optical mouse and keyboard; 500w AVR; USB powered speaker; must provide USB recovery disk;LICENSES not counterfeit: installed with atleast Microsoft Windows Operating System 11 to be compatible to BSU application software with authentic disk; Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with authentic box/disk; <i>NOTE:</i> all items are brand new and indicated make/brand of must have existed in the market with good records in the past 7 years;			80,000.00		

2	5	set	DESKTOP PC (complete set) <i>with the MINIMUM specifications:</i> System unit: Processor: 6cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; Motherboard: must be compatible to the aforementioned processor with SLV; RAM: 16Gb; Storage: 512GB M.2 SSD + 2Tb HDD; Video card 2Gb; power supply: 500W true rated with 80+ bronze rated or higher power supply; Monitor: 24" FHD; Wireless LAN card: 802.11 ac/a/b/g/n; Accessories: ATX casing with transparent side panel with cable management; USB optical mouse and keyboard; 500w AVR; USB powered speaker; must provide USB recovery disk; LICENSES not counterfeit: installed operating system Windows 11 to be compatible to BSU application software with OEM box; Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with OEM box; NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 5 years;			275,000.00		
3	1	set	DESKTOP PC (complete set) <i>with minimum specifications:</i> System unit: Processor: 4cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; Motherboard: must be compatible to the aforementioned processor with SLV; RAM: 32Gb; Storage: 1Tb NVME PCIe 3.0 SSD; power supply: 500W true rated with 80+ bronze rated or higher power supply; Monitor: 24" FHD" FHD; Wireless LAN card: 802.11 ac/a/b/g/n; Accessories: ATX casing with transparent side panel with cable management; USB optical mouse and keyboard; 500w AVR; USB powered speaker; must provide USB recovery disk; LICENSES not counterfeit: installed operating system Windows 11 to be compatible to BSU application software with OEM box; Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with OEM box; NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 5 years;			50,000.00		
4	1	unit	15.6 LAPTOP <i>with minimum specifications:</i> Processor: 6cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; RAM: 16Gb; Storage: 1Tb SSD / M2; Accessories: Bag, Charger, wireless mouse, universal socket adapter, LAN / video, must provide adaptor LAN if not built in within the unit; LICENSES not counterfeit: installed operating system Windows 11 to be compatible to BSU application software with OEM box / if bundled must have a licensed activation key; Installed Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with OEM box / if bundled must have a licensed activation key; must provide USB recovery disk; NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 5 years;			60,000.00		
5	2	unit	COLORED PRINTER WITH ADF <i>with minimum specifications:</i> Condition: Brand new; PRINT: Type: AIO with ADF; Max Res: 4800x 1200 dpi; ADF Capacity: 30 sheets; Automatic 2-sided Printing: Yes. COPY: Max copy size: Legal; Max copies: 99; Copy Res: 600 x 600 dpi; A4 Simplex Flatbed (Black / Colour): Up to 11.0 / 5.5 ipm or equivalent; A4 Simplex ADF (Black / Colour): Up to 60 sec / 82 sec; Interface: USB, Wifi 4, Wifi Direct, TCP, SNMP, DHCP; Control panel: 2.0" Colour LCD Screen			40,000.00		
			TOTAL			505,000.00		
			XXXXXXXXXX					

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.