



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

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

QUOTATION NO. 858  
 DATE: MAY 19 2026  
 P.R. NO.: 2026-02-GAA Contg-520  
 ABC: Php.250,000 .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 May 25, 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, EAC (Goods & Services)

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

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	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: 6GB; storage: 256GB; 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			250,000.00		

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.