



Republic of the Philippines  
**Benguet State University**

2601 La Trinidad, Benguet  
 www.bsu.edu.ph

Telefax No. (074) 661-1839; Email:procurement@bsu.edu.ph



**REQUEST FOR QUOTATION (RFQ)**

**(ALL ENTRIES ARE MANDATORY)**

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_ QUOTATION NO. 442

Name of Business : \_\_\_\_\_ DATE: APR 24 2024

Address: \_\_\_\_\_ P.R. NO. : 2024-02-287

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_ ABC: Php. 54,000.00

GAA

The Benguet State University through its Bids and Awards Committee will undertake NP - 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 30 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 29, 2024. 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) item; \_\_\_\_\_ b) lot; \_\_\_\_\_ c) per 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: \_\_\_\_\_

**SAMUEL S. POLIDEN**  
 Chairperson, BAC

College/Dept./Office: **Cashiering Office**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY				
1	4	unit	COLORED PRINTER : "Condition: Brand New Print Technology: CIS fast print speeds up to 10ipm (or equivalent) for black and 5.0ipm (or equivalent) for colour included: One full set of ink bottles 1 year warranty"			54,000.00		
			xxxx					

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 Overprinted Name

\_\_\_\_\_  
 Date and time of receipt of RFQ

\* Not a ground for disqualification for failure to indicate but required as a condition for award.