



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

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

QUOTATION NO. 56

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

DATE: JAN 31 2024

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

P.R. NO. :2024-57

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

ABC: Php. 246,000.00

FUND SOURCE: 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 Feb. 5, 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) 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: \_\_\_\_\_

**REYNANTE B. BASCO**  
 Chairperson, BAC (Goods & Services)

College/Dept./Office: CA

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: 1. Warm up time: 21 seconds or less; full color capability; copy/print: 20ppm; power source: 220V, 50/60Hz 2. Memory: 4Gb; storage: 320Gb 3. Copier: multiple copy up to 999 copies; resolution 600 dpi; zoom: from 25% to 400% in 1% steps. 4. Printer: Standard: 1,200 x 1,200 dpi, High Quality: 1,200 x 1,200 dpi, High Resolution: 1,200 x 1,200 dpi; mobile printing capability. 5. Scanner: resolution: 600 x 600 dpi. 6. Paper size: A3, A4, A5, A6, B4, B5, B6; paper input capacity: Standard: 500 sheets, Maximum: 1,600 sheets; paper output capacity: Standard: 250 sheets. 7. Accessories: 3 tray modules (including the by pass tray); with Lifetime free service machine maintenance, warranty and software included with ONE (1) set of toners/inks, cabinet and 3KVA AVR			₱ 246,000.00		
<b>TOTAL</b>						<b>246,000.00</b>		
XXXXXXXXXXXX								

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.