



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. 574

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

DATE: MAY 18 2023

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

P.R. NO. : 2023-02-155;2023-02-169;2023-03-376

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

ABC: Php. 23,250.00

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 3 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 May 24, 2023. 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: \_\_\_\_\_

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

College/Dept./Office: **CSS, IAS, PDO**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	Lot	Supply and Delivery for Inks/ Toners			23,250.00		
	Breakdown:							
	2	pcs	HP Original LaserJet Toner Cartridge, BLACK, must be compatible with HP Color CP1515n <u>PDO</u>			5,150.00		
	5	bottles	BTD60BK, Printer Ink, Black <u>IAS</u>			1,000.00		
	15	bottles	T664 Ink, Black, EPSON <u>CS</u>			5,700.00		
	10	bottles	T664 Ink, Cyan,EPSON <u>CS</u>			3,800.00		
	10	bottles	T664 Ink, Magenta,EPSON <u>CS</u>			3,800.00		
	10	bottles	T664 Ink, Yellow,EPSON			3,800.00		
2	5	pcs	HDMI cord,L- 2-3 meters			8,000.00		
3	1	unit	Disk Rotary Rotary Paper Cutter, up to A3			4,500.00		
			Note: for item 1 a.) All inks must be genuine/original, b) must be functional once installed to the Printers, c) non-functional or non-compatible inks /toners to printers are to be replaced by the supplier without additional cost to the procuring entity, d) all inks /toners shall have at least <del>one</del> two years expiry date upon delivery of inks .					
			XXXXXXXX					

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.