



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)**

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

QUOTATION NO. 578

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

DATE: 5/20

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

P.R. NO. :2022-04-448

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

ABC: Php. 95,000.00

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 3 calendar days upon receipt of RFQ.
- 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: \_\_\_\_\_

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

College/Dept./Office: CorCAARRD

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	Copier with automatic reverse document digital copier (Monochrome)			95,000.00		
			Specifications:					
			- Less than 20 Sec					
			- First copy rime 6 seconds or less					
			- Continuous putput speed 27 ppm					
			- Standard 512 MB memory					
			- 250 GB HDD					
			- 34 KG					
			- copies up to 999					
			- zoom from 25% to 400% in 1% steps					
			- copy reolution 600 dpi					
			- scanning speed 50 ipm @300 dpi B/W 25 ipm @300 dpi full color					
			- 600 x 600 dpi scanning					
			- Standard Ethernet (1000/100/10BASE, USB 2.0 Typr B x 1					
			- Option: Wireless LAN (IEEE 802 11a/b/g/n/ac)					
			- Mobile printing capability: Apple Airprint, Mopria					
			- Winsows 7/8/8. . 1/10, Windows Server 2003/2008/2012/2016					
<b>TOTAL</b>						<b>95,000.00</b>		

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 \_\_\_\_\_

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