



REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. _____

Name of Business : _____

DATE: 5/27/2022 ⁵⁶²

Address: _____

P.R. NO. : 2022-05-584

Email address: _____ Telephone No. _____

ABC: Php. 195,000.00

The Benguet State University through its Bids and Awards Committee will undertake HP-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: _____

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

College/Dept./Office: **Institute of Social Research and Development**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	4	unit	14" LAPTOP with the MINIMUM specifications: 1. Processor: 2cores 4Mb cache, must be in the latest or 1 generation / series lower than the latest product; 2. RAM: 16Gb; 3. Storage: 240SSD + 1Tb HDD; 4. Monitor size: 14" FHD 5. Accessories: Bag, Charger, wireless mouse, universal socket adapter, LAN / video, must provide adaptor LAN if not built in within the unit; 6.licenses not counterfeit: a. Operating system: installed with at least Windows 10 to be compatible to the BSU Enrollment software authentic disk is a must if not bundled within the unit; b. Office Suite (perpetual): has at least: word processor, spreadsheet, presentation; c. must provide USB recovery disk NOTE: all items indicated make/brand of must have existed in the market with good records in the past 7 years;			140,000.00		
2	1	unit	DSLR Camera 18-55mm VR lens kit and accessories with the MINIMUM specifications: 24.2MP DSLR camera with a 23.5 x 15.6mm CMOS sensor. ISO range of 100 to 25600. Full HD. 18-55mm VR lens kit with the proper accessories (128Gb SD card, Bag, tripod, mini HDMI to HDMI cable)			35,000.00		
3	1	unit	Printer with ADF Condition: Brand New Type: Color, All-in-one with ADF Print Technology: CIS Connectivity: Atleast Wi-Fi Direct and ethernet high printing resolution of 5760x1400 dpi fast print speeds up to 10ipm (or equivalent) for black and 5.0ipm (or equivalent) for colour included: Three (3) full set of ink bottles			20,000.00		
TOTAL								
XXXXXXXXXX								

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.