



REQUEST FOR QUOTATION

P.R. No.: 17-02-072

Quotation No. 17-07-087

Date : July 07, 2017
 Company Name: _____
 Address : _____

Sir/Madame:

Please quote your lowest price on the item/s below, subject to the General Conditions and Eligibility Requirements for the Bidders, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **JULY 13, 2017** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Direct Contracting on the Procurement of Copy Printer Ink and Master Roll for the Repair & Maintenance of IIT One Stop Shop Photocopier.

ABC: PhP71,607.20

Qty. : 38

Item	Description	Qty.	Estimated Unit Cost	Estimated Cost
pc	Ink for Digital Copy Printer Model DX2430	15		
roll	Master Roll for Gestetner Copier Model DX2430	10		
roll	Master Roll for Gestetner Copier 6123 Copy Printer	10		
box	Gestetner Copy Printer Ink CP110 (5 pcs/box)	3		
TOTAL		QTY. 38	ESTIMATED COST	

Very Truly Yours,

Prof. MARIO A. FETALVER, JR., Ph. D.
 Prof. 6/Chairperson, BAC

Canvassed by:

LARRY I. FIRMALO
 Procurement Officer

BIDS & AWARDS COMMITTEE (BAC)
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon

Sir/Madame:

Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name / Signature



Tel. No. / Cellphone No. _____

Email Address _____

Date: _____

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Terms & Conditions:

1. All entries must be type/hand-written
2. Delivery period within 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of three months.
5. PhilGEPS registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certifications of the production being offered.
7. Payment shall be made after the inspection.
8. Deliver items at Supply Office, Romblon State University, Odiongan, Romblon (042-567-5375)

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS:

The Eligibility Envelope shall contain the following:

1. Registration certificate from the Securities and Change Commission (SEC), Department of Trade & Industry (DTI) business Name Registration for sole proprietorship, whichever may be appropriate under existing laws of the Philippines.
2. Valid and current Mayor's permit/Municipal/City License where the principal place of business of the prospective bidder is located.
3. BIR Registration, which contains the Taxpayer's Identification Number (TIN).
4. Latest audited Annual Financial Statement (AFS), stamped and received by the BIR or its duly accredited and authorized institutions, for the immediately preceding the calendar year showing among others the total current assets and current liabilities.
5. Certificate of PhilGEPS Registration.
6. Platinum PhilGEPS Membership.

Note: Submitted documents must be properly authenticated.