



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Solicitation No. **RSU-42-18**Quotation No. **18-08-102**Date : **August 23, 2018**

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 Suppliers, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **August 28, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies and Furniture for Guidance & Placement Services**ABC:** PhP58,000.00**QTY:** 24

| UNIT | ITEM DESCRIPTION | QTY | ESTIMATED UNIT COST | ESTIMATED COST |
|--------------|--|---------------|-----------------------|----------------|
| unit | Stand Fan, 18" Diameter, Black, plastic Table | 2 | | |
| unit | Office Table, 2 Drawers with shelf and shutter below 1 drawer, H=70cm, W=53cm, L=90cm, 1.5 thick Plywood top | 2 | | |
| unit | Testing table, Wooden, W=16in, L=70in, H=26in | 1 | | |
| pcs | Plastic Chairs, no arms, white | 15 | | |
| set | Sala set, wooden frame, upholstered, dark brown | 1 | | |
| unit | Office Chair (swivel, black, with arm rest) | 2 | | |
| unit | Cork Board, 36"x36" size with aluminum frame | 1 | | |
| TOTAL | | QTY 24 | ESTIMATED COST | |

Yours,



Dr. Mario A. Fetalver, Jr.
 BAC Chairperson

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: _____

REQUEST FOR QUOTATION

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/SUPPLIERS:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated.