



REQUEST FOR QUOTATION

Solicitation No. **RSU-36-18**

Quotation No. **18-08-085**

Date : **August 16, 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 20, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies for Various Departments, Campuses and Colleges of the University

ABC: PhP225,750.00

QTY:1464

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pc	Calculator, Compact 12 digits Two-way power	24		
box	Chalk, Dustless, White 100pcs/box	50		
pc	Cutter 6", heavy duty for paper with lock	12		
pc	Envelope, Expanding, Kraft, Legal size with garter	200		
pc	Flash Drive 16GB capacity USB 3.0 Plug and Play	48		
pack	Folder, white 14 pts. 9" x 14.5", Legal(100 pcs/pack)	50		
box	Index Tab, Self-adhesive, Clear(Letter Tabbing)5 sets/box	20		
bottle	Ink for Printer(Black) Universal 1 lit./color(Refill)	10		
bottle	Ink for Printer(Cyan) Universal 1 lit./color(Refill)	5		
bottle	Ink for Printer(Magenta) Universal 1 lit./color(Refill)	5		
bottle	Ink for Printer(Yellow) Universal 1 lit./color(Refill)	5		
ream	Neon Colored papers, Legal 8.5" x 13"	24		
box	Paper Clip, Big 50mm, Vinyl Coated	40		
box	Paper Clip, Small 28mm Vinyl Coated	40		
box	Paper Fastener, Plastic Coated 50 sets/ box	100		
ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra white	100		
pack	Paper, Sticker, A4, Matte 10sheets/ pack	24		
box	Pencil #2 with eraser 12pcs/box	50		
pack	Photopaper, Glossy A4 Size 220 gsm(10pcs/pack)	24		
ream	PVC Binding Film Letter 217 x 283mm, mic. 250	36		
ream	PVC Binding Film, Legal 217 x 331 mic. 250	36		
box	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	15		
pc	Spiral, Plastic (Ring Binder) 1"	100		
pc	Spiral, Plastic(Ring Binder) 1 1/2"	100		
pc	Spiral, Plastic(Ring Binder) 1/2"	50		
pc	Spiral, Plastic(Ring Binder) 2"	100		
pc	Spiral, Plastic(Ring Binder) 3/4"	100		
roll	Tape, Double-sided 24mm(1") width	36		
roll	Tape, Packaging 48mm(2"), width, usable length 50m	24		



roll	Transparent Adhesive Tape 1"	36	
TOTAL		QTY 1464	ESTMIATED COST

Yours,

Dr. Mario A. Fetalver, Jr.
 BAC Chairperson

Canvassed by:

LARRY I. FIRMALO
 Procurement Officer

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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.