



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Solicitation No. RSU-41-18

Quotation No. 18-08-101

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 Various Office Equipments for NSTP

ABC: PhP126, 000.00

QTY: 5

Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Cost
unit	Air Conditioning Unit 2.5Hp Window type	1		
unit	Laptop 14" Slim type 1TB HDD/ 4-8GB Ram/CPU Core i5 or i7 Intel Core Processor	1		
unit	LED TV 52" Smart TV	1		
unit	Printer with CISS, 3-in-1	2		
TOTAL		QTY	5	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.