



**REQUEST FOR QUOTATION**

Solicitation No. **RSU-30-18**

Quotation No. **18-08-070**

Date : August 7, 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 10, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Transcript of Records and Completion Grade Forms for Use in the Registrar’s Office of the Main campus

**ABC:** PhP91,250.00

**QTY:**12500

UNIT	ITEM DESCRIPTION	QTY	Estimated unit cost	Estimated cost
pc	Transcript of Records	10000		
pc	Completion Grade Form	2500		
	(Pls. see attached sample)			
<b>TOTAL</b>		<b>QTY 12500</b>	<b>ESTIMATED COST</b>	

Yours,

**Dr. Mario A. Fetalver, Jr.**  
 BAC Chairperson

Canvassed by:

**LARRY I. FIRMALO**  
 Procurement Officer

**BIDS & AWARDS COMMITTEE (BAC)**  
**ROMBLON STATE UNIVERSITY**  
 Odiongán, Romblón

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.**