



# BIDS AND AWARDS COMMITTEE

## REQUEST FOR QUOTATION

Solicitation No. **RSU-61-18**Quotation No. **18-09-118**Date : **September 20, 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 **September 24, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Office Supplies for Accreditation of College of Business Accountancy (CBA)

**ABC:** PhP52,012.00

**QTY:** 514

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pcs	Acetate - short <b>PVC Binding Film, 217 x 283mm</b>	100		
pcs	Acetate - Long <b>PVC Binding Film, 217 x 331mm</b>	100		
boxes	Binder Clip 2"	3		
boxes	Binder Clip 1 1/4"	3		
reams	Coupon Bond - Long Subs. 20, ultra white	50		
reams	Coupon Bond - Short Subs. 20, ultra white	10		
pcs	Highlighter (Violet)	10		
pcs	McFolder <b>File Arm with lever Arm 76mm x 230mm x 380mm</b>	170		
boxes	Paper Clip (Big)	3		
boxes	Paper Clip (Small)	3		
pcs	Pencil Sharpener (Heavy Duty)	2		
set	Photo Paper - A4size Glossy 220 GSM	15		
liter	Printer Ink for Epson L360 - Black <b>Universal</b>	1		
liter	Printer Ink for Epson L360 - Cyan <b>Universal</b>	1		
liter	Printer Ink for Epson L360 - Yellow <b>Universal</b>	1		
liter	Printer Ink for Epson L360 - Magenta <b>Universal</b>	1		
box	Push Pins (asstd colors) 100 pcs./box	15		
roll	Scotch Tape 1"	20		
pcs	Wall Clock	6		
<b>TOTAL</b>		<b>QTY 514</b>	<b>ESTIMATED COST</b>	

Yours,

**Mr. JOHN F. RUFON**  
 Vice 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:** \_\_\_\_\_

## 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

**Note: Submitted documents must be properly authenticated.**