



REQUEST FOR QUOTATION
Solicitation No. RSU-73-18
Quotation No. 18-11-1143

Date : November 12, 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 **November 15, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Tables, Chairs and Roll-up Banner for RET
ABC: PhP138,000.00
QTY: 16

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pc	<u>Chair, MidBlack with armrest</u> Leatherette Seat & back, PVC armrest & Starbase, Accessories: Gaslift, caster wheel and armrest	5		
unit	<u>Chair, Executive, Highback, Black, Leatherette</u> seat and Back, PVC Armrest & Starbase, Accessories: Gaslift, caster wheel and armrest	5		
unit	Office Table, with drawers and lock (Good Quality)	2		
pc	<u>Rollup Banner</u> Aluminum Stand Roll up Banner , 80/85x200cm, Standard Model (Please see attached picture	4		
TOTAL		QTY	16	ESTIMATED COST

Yours,

Mr. JOHN F. RUFON
 Vice Chairperson, BAC

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.