



REQUEST FOR QUOTATION

Solicitation No. RSU-36-19

Quotation No. 19-05-055

Date : May 06, 2019

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 **May 09, 2019** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Various office supplies will be used for upcoming accreditation of Library Services

ABC: Php102,383.00


QTY: 5029

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pcs.	Accession Record - 15X13 book record	4		
box	Ballpen, 0.7mm ballpoint(Black)	3		
rms	Carbon Paper Long - 8.5X13 (Permafilm)	2		
rms	Carbon Paper Short - 8.5x11 (Permafilm)	3		
pcs.	Cartolina Paper, Assorted Colors	100		
pcs.	CD-RW Cases, Plastic.	100		
pcs.	Correction tape (5mmX12m)	12		
box	Envelope Brown Long - Legal size	1		
box	Envelope Brown Short - Letter size	1		
packs	Folder Plain White Long 14pts 9X14.5, Legal	5		
packs	Folder Plain White Short 14pts 9X11.15, Letter	4		
pcs.	Glue, Multipurpose 130 grams, White 118ml.	15		
btl.	Ink for printer, Epson Genuine (Black) 70 ml/bottle	3		
btl.	Ink for printer, Epson Genuine (Cyan) 70 ml/bottle	3		
btl.	Ink for printer, Epson Genuine (Magenta) 70 ml/bottle	3		
btl.	Ink for printer, Epson Genuine (Yellow) 70 ml/bottle	3		
btl.	Ink, Stamp pad, Purple or violet, 50ml.	2		
packs	Laminating Film Letter 12520 LF 125 Micron Letter	3		
pcs.	Marker, Permanent, Refillable, Fine (Black)	20		
pc.	Max Long Arm Stapler HD 3-5L	1		
packs	Notepad 3" by 4"	5		
pad	Pad Paper, Yellow	3		
boxes	Paper Clip, Big 50mm, Vinyl Coated	6		
boxes	Paper Fastener, non-rust metal, 50 sets/box	6		
rms	Paper, Bond, 8.5" x 11", Letter size. Subs. 20 Ultra White	15		
rms	Paper, Bond, 8.5" x 13", Legal size. Subs. 20 Ultra White	15		
rms.	Paper, Mimeo, Whitewove, Letter 8.5" x 11" Subs. 18	5		
rms.	Paper, Mimeo, Whitewove, Long 8.5" x 13" Subs. 18	5		
boxes	Pencil #2 with eraser	3		
pc.	Pencil Sharpener (Big)	1		
roll	Plastic cover G-4	6		
pcs.	Record Book 500 Pages	4		



boxes	Rubber Band, Flat No. 18, 350 grams	3		
pcs.	Ruler 12", Plastic(Clear)	3		
pcs.	Scissor Metal Big 8"	2		
pcs.	Signpen, black, liquid/gel ink, 0.5 =mm needle tip	50		
pcs.	Stamp Pad, Violet Ink felt pad, min 60mm x 100mm	2		
boxes	Staple Wire #35 5,000 pcs.	6		
pcs.	Tape dispenser, heavy duty for 1" tape	2		
roll	Tape, Packaging 48mm(2"), width, usable length 50m	36		
pcs.	Tape, Transparent 24mm(1") width, usable length 50m	10		
boxes	ThumbTacks No. 153, 20g	3		
roll	Typewriter Ribbon	3		
pcs.	Book Pocket - 3.3X5"	1,000		
pcs.	Borrowers Card - 13X8cm	1,000		
pcs.	Cardex - 9x7"	500.00		
pcs.	Library Card - 3.5X2.5"	2,000.00		
pouch	Detergent powder all purpose (pouch)	6		
pcs.	Doormat	6		
pcs.	Dust Pan Plastic	3		
pcs	Floor mop With Steel Handle	4		
btl.	Muriatic Acid	6		
pcs.	Soft Broom (Tambo)	10		
btl.	Toilet bowl and Urinal Cleaner 900-1000ml	10		
pcs.	Toilet Bowl Brush	2		
TOTAL		QTY	5,029.00	ESTIMATED COST

Yours,


MARIO A. FETALVER JR., Ph. D.
 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.