



**REQUEST FOR QUOTATION**

**Solicitation No. RSU-55-19**

**Quotation No. 19-08-107**

**Date** : August 23, 2019

**Company Name:** \_\_\_\_\_

**Address :** \_\_\_\_\_

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the terms and 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 30, 2019** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of YMCKO Ribbon with 200 PVC Cards for the Old ID Printer of IIT One Stop Shop (Repost)

**ABC:** Php90,000.00

**QTY:** 25

| UNIT         | ITEM DESCRIPTION                | QTY        | ESTIMATED UNIT COST   | ESTIMATED COST |
|--------------|---------------------------------|------------|-----------------------|----------------|
| box          | YMCKO Ribbon with 200 PVC Cards | 25         |                       |                |
| <b>TOTAL</b> |                                 | <b>QTY</b> | <b>ESTIMATED COST</b> |                |

Yours,

  
**MARIO A. FETALVER JR., Ph. D.**  
 BAC Chairperson

Canvassed by:

**Larry I. Firmalo**  
 Procurement Officer



Date: \_\_\_\_\_

**BIDS & AWARDS COMMITTEE (BAC)**  
ROMBLON STATE UNIVERSITY  
Odiongan, Romblon

Sir;

After having carefully read the terms and conditions of RFQ, I/We quote on the item/s at the prices noted above.

Yours,

\_\_\_\_\_  
Printed Name / Signature

|                         |   |       |
|-------------------------|---|-------|
| Delivery Period         | : | _____ |
| Warranty                | : | _____ |
| Price Validity          | : | _____ |
| 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.**