



**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-015**  
**Quotation No. 20-05-031**

**Date** : May 12, 2020  
**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 15, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Office Equipment for use of College of Education-Institution of Graduate Studies (IGS)

**ABC:** PhP62,000.00

**QTY:** 45

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATEDS COST
unit	office Table, with Drawers and lock-Good Quality (Standard Size)	2		
unit	Chair, Revolving, Black with Side arm (Office Chair)	2		
unit	Steel Cabinet (4-Filing cabinet with lock; H-138cm, W-62cm, L-46cm, Wt. 73.5kg)	1		
pcs	Chair, Monobloc, with backrest, without armrest	40		
<b>TOTAL</b>		<b>QTY</b>	<b>45</b>	<b>ESTIMATED COST</b>

Yours,

  
**Prof. Mario A. Fetalver Jr., Ph.D.**  
 BAC Chairperson

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.

*"Readiness to Serve the region in Utilizing resources for higher education"*



\_\_\_\_\_  
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.**