



**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-033**  
**Quotation No. 20-09-075**

**Date** : September 17, 2020  
**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 **September 21, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Office Supplies for Office use & Printing of Modules and Instructional Materials of RSU Sta. Fe/ San Jose and Sta. Maria

**ABC:** PhP70,708.00

**QTY:** 1594

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
boxes	Ballpen, 0.7mm ballpoint (Black)	8		
boxes	Ballpen, 0.7mm ballpoint (Blue)	6		
boxes	Ballpen, 0.7mm ballpoint (Red)	6		
unit	Calculator, Compact 12 digits Two-way power	2		
packs	Cartolina (Assorted)	4		
pcs	Certificate Holder, Letter size 8.5 x 11	15		
pcs	Class Record 30 lvs 5 1/2" x 11"	22		
pcs	Correction Tape (5mm x 12m)	22		
pcs	Cutter 6", heavy duty for paper	12		
pcs	Dating and Stamping Machine (self ink date approved or received)	1		
pcs	Envelope, Brown Legal size	250		
pcs	Envelope, Brown letter size	200		
pcs	Envelope, Mailing 80gsm, 105mm x 241mm long	300		
pcs	Eraser, felt, for Blackboard or whiteboard	20		
pcs	Flash Drive 16 GB capacity USB 3.0 Plug and Play	10		
pcs	Folder, Sliding, Plastic, Legal size	50		
pcs	Folder, Sliding, Plastic, Letter size	50		
pcs	Folder, White 14 pts. 9" x 11.5", Letter	200		
pack	Folder, White 14pts. 9" x 14.5", Legal	251		
pcs	Glue, Multi Purpose 473ml, White	10		
bottles	Ink for Printer (Black) Universal 1 lit./ color (Refill)	3		
bottles	Ink for Printer (Cyan) Universal 1 lit./ color (Refill)	3		
bottles	Ink for Printer (magenta) Universal 1 lit./ color (Refill)	3		
bottles	Ink for Printer (Yellow) Universal 1 lit./ color (Refill)	3		
bottle	Ink, Stamp Pad, Purple or Violet, 50ml	2		
pcs	Marker, Whiteboard, Refillable (Black)	40		
boxes	Paper Clip, Big 50mm, Vinyl Coated	6		
pack	Paper, Sticker, A4, Mette 10sheets/ pack	1		
boxes	Pencil #2 with eraser	5		
roll	Plastic Cover, G-4	1		
pcs	Puncher, 2-hole (Heavy duty)	4		



boxes	Push pins Flat head 100pcs/box	2		
pack	PVC Binding Film, Legal 217 x331 mc. 250	1		
pcs	Record book 300 pages, size 214mm x 278mm	20		
pcs	Sign pen, black, liquid/gel ink, 0.5mm needle tip	10		
pcs	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	10		
pcs	Specialty paper 8.5" x 11" Letter size (10pcs/pack)	10		
bottles	Stamp Pad, Violet Ink felt pad, min 60mm x 100mm	5		
boxes	Staple wire # 35 5,000pcs	6		
pcs	Staple with remover (Heavy duty) use 24/6-26/6 staples	4		
rolls	Tape, Masking 48mm(2") with, usable length 50m	10		
boxes	Thumbtacks No. 153, 20g	6		
<b>TOTAL</b>		<b>QTY</b>	<b>1594</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.**