



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-044
Quotation No. 20-09-084

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 School Supplies for Instructional use & Modules of RSU San Fernando & LSHS

ABC: PhP582,860.00

QTY: 631

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
reams	Bond Paper, 8-1/2 x 13, S-20	60		
reams	Bond Paper, 8-1/2 x 11, S-20	40		
bottles	Computer Ink, Epson T6641 Black, 70 ml.	10		
bottles	Computer Ink, Epson T6643 Cyan, 70 ml.	7		
bottles	Computer Ink, Epson T6642 Magenta, 70 ml.	7		
bottles	Computer Ink, Epson T0634, Yellow, 70 ml.	7		
bottles	Computer Ink, Epson No. 003, Black, 70 ml.	10		
bottles	Computer Ink, Epson No. 003 Cyan, 70 ml.	7		
bottles	Computer Ink, Epson No. 003 Magenta, 70 ml.	7		
bottles	Computer Ink, Epson No. 003 Yellow, 70 ml.	7		
bottles	Computer Ink, Brother, BT5000 Cyan	6		
bottles	Computer Ink, Brother, BT5000 Magenta	4		
bottles	Computer Ink, Brother, BT5000, Yellow	4		
bottles	Computer Ink, Brother, BT5000 Black	4		
bottles	Computer Ink, HP GT51XL Black	4		
bottles	Computer Ink, HP GT52 Cyan	4		
bottles	Computer Ink, HP GT52 Magenta	4		
bottles	Computer Ink, HP GT52 Yellow	4		
pieces	Correction Tape, 5mm x 5m	24		
pieces	Envelope, Brown, Long, 500 pcs. /case	250		
pieces	Record Book, 300 leaves	10		
pieces	Spiral Plastic (Ring Binder) 3/4"	50		
pieces	Spiral Plastic (Ring Binder) 1/2 "	50		
pieces	Spiral Plastic (Ring Binder) 1"	50		
rolls	Plastic Cover, G-5	1		
pcs.	EPSON Ink 003 (Cyan) 90mL	15		
pcs.	EPSON Ink 003 (Magenta) 90mL	15		
pcs.	EPSON Ink 003 (Yellow) 90mL	15		
pcs	EPSON Ink 003 (Black) 90mL	30		



pcs	EPSON Ink 005 (Black) 120mL	30		
pcs.	EPSON Ink 664 (Black) 90mL	25		
pcs.	EPSON Ink 664 (Cyan) 90mL	15		
pcs.	EPSON Ink 664 (Magenta) 90mL	15		
pcs.	EPSON Ink 664 (Yellow) 90mL	15		
pcs.	EPSON Pigment Ink 774 (Black) 140 ml/bottle	30		
boxes	HBW Duct Tape	20		
bot.	Ink for Printer, HP Ink tank 310/315 Genuine (Black) 90ml/bot.	30		
pcs.	Ink for Printer, HP Ink tank 310/315 Genuine (Cyan) 90ml/bot.	15		
pcs.	Ink for Printer, HP Ink tank 310/315 Genuine (Magenta) 90ml/bot.	15		
pcs.	Ink for Printer, HP Ink tank 310/315 Genuine (Yellow) 90ml/bot.	15		
reams	Paper, Bond, 8.5" x 11", Letter size, subs. 20 (Hard copy)	1500		
boxes	Staple wire #35 (5,000 pcs per box)	20		
TOTAL		QTY 631	Estimated Cost	

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.