



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-089
Quotation No. 20-09-089

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 & Common Office Devices for Office use of the Office of the Learning Resources Center
ABC: PhP88,595.00
QTY: 649

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pcs	Accession Record - 15X13 book record	4		
box	Ballpen. 0.7mm ballpoint(Black)	3		
reams	Carbon Paper Long - 8.5X13 (Permafilm)	2		
reams	Carbon Paper Short - 8.5x11 (Permafilm)	3		
pcs	Cartolina Paper. Assorted Colors	100		
pcs	CO-RW Cases. Plastic	100		
pcs	Correction tape (5mmX12m)	8		
pcs	Envelope Brown Long - Legal size	100		
pcs	Envelope Brown Short - Letter size	100		
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 (Cyan) 70 ml/bottle	5		
btl.	Ink for printer, Epson Genuine (Cyan) 70 ml/bottle	5		
btl.	Ink for printer, Epson Genuine (Magenta) 70 ml/bottle	5		
btl.	Ink for printer, Epson Genuine (Yellow) 70 ml/bottle	5		
btl.	Ink, Stamp pad, Purple or violet, 50ml.	2		
packs	laminating Film letter 12520 IF 125 Micron letter	3		
boxes	Marker, Permanent, Refillable, Fine (Black)	2		
packs	Notepad 3" by 4"	5		
pad	Pad Paper, Yellow	3		
boxes	Paper Clip, Big 50mm, Vinyl Coated	6		
boxes	Paper Fastener, Plastic Coated 50 sets/box	6		
reams	Paper, Bond, 8.5" x 11", Letter size. Subs. 20 Ultra White	10		
reams	Paper, Bond, 8.5" x 13", Legal size. Subs. 20 Ultra White	10		
reams	Paper. Mimeo. Whitewove. Letter 8.5" x 11" Subs.	3		
reams	Paper. Mimeo. Whitewove. Long 8.5" x 13" Subs.	3		
boxes	Pencil #2 with eraser	3		
pc	Pencil Sharpener (Big)	1		
roll	Plastic cover G-4	12		
pcs	Record Book 500 Pages	4		



boxes	Rubber Band. Flat No. 18.350 grams	3		
pcs	Ruler 12". Plastic(Clear)	3		
pcs	Scissor 6" (Medium size. Heavy Duty)	4		
pcs	Signpen. black. liquid/gel ink. 0.5 =mm needle tip	30		
pcs	Stamp Pad. Violet Ink felt pad. min 60mm x 100mm	2		
pcs	Stapler with remover(Heavy duty) use 24/6-26/6 staples	2		
boxes	Staple Wire #35 5.000 pcs.	6		
roll	Tape. Packaging 48mm(2"). width. usable length 50m	15		
roll	Tape. Transparent 24mm(1") width. usable length 50m	15		
boxes	Thumb Tacks No. 153, 20g	3		
roll	Typewriter Ribbon	3		
pcs	USB Hub 4 sockets	2		
pcs	Battery. size AA, dry cell	10		
pcs	Bulb, LED 9 watts	10		
pcs	Cork Board with frame 2" x 3"	3		
unit	Paper Cutter 18" x 15" Metal Base Trimmer(Heavy Duty)	1		
TOTAL		QTY	649	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.