



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-052
Quotation No. 20-09-092

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 Photocopy Machine & Printer for Office use of CET
ABC: PhP149,500.00
QTY: 6

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
unit	Photocopy Machine, Warm Up Time: 31 Seconds, First Output Speed: 8.8 seconds, Continuous output speed: 20 copies/minute, Memory: Standard 256mb, Power source: 220V-240V 50/60Hz, Printer: Standard GDI, Resolution 600DPI, Interface: USB 2.0, Scanner: Colored, Zoom: 50%-200%, Max Paper size: A3 (11x17"), Paper tray capacity: 350 sheets, Bypass Tray Capacity: 250 sheets	1		
unit	Printer, Auto 2-sided Print only, Copy, Scan, Fax, print up to A3, 250 sheet paper input, 50 sheet ADF, single sheet manual feed slot, 6.8cm Color touchscreen LCD, Wired and wireless networking Wi-Fi Direct, Mobile Connectivity.	5		
TOTAL		QTY 6	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	:	_____

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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.