



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-060
Quotation No. 20-09-102

Date : September 21, 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 24, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies for Colleges & Satellite Campuses

ABC: PhP635,340.00

QTY: 1973

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
liters	Ink printer (black) Universal 1 liter /refill	10		
reams	Laser paper, bond, 8.5 X 11, letter size subs, 20, ultra white	200		
reams	Laser paper, bond, 8.5 X 13, letter size subs, 20, ultra white	200		
box	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra White (5 reams per box)	200		
box	Paper, Bond, 8.5" x 13", Letter size, subs. 20, Ultra White (5 reams per box)	20		
box	Paper, Bond, A4 Size, 210mm x 297mm, 70gsm, Ultra White (5 reams per box)	20		
ream	Neon Colored papers, Letter 8.5" x 11'	10		
pair	Scissors 6"(Medium size, Heavy duty)	10		
pcs.	Folder, White 14pts. 9" x 14.5", Legal	200		
ream	Paper Bond, 8.5"x 13", legal size, subs. 20 ultra white	20		
ream	Paper Bond, 8.5"x 11", legal size, subs. 20 ultra white	50		
ream	Paper Bond, A4 Size, 210mm x 297mm, 70gsm	20		
pcs.	Puncher , 2-hole (Heavy Duty)	10		
pcs.	Stapler (heavy duty)	10		
box	Stapler wire #35	10		
pcs.	Scissors 6" (medium size, heavy duty)	8		
pcs.	Flash Drive 32 GB capacity USB 3.0 plug and play	10		
pcs.	5 in 1 Printer with CISS	3		
pcs.	Envelope, brown Legal size	200		
pcs.	Envelope, brown Letter size	200		
ream	Bond paper, Sub 20, Legal Size, 8.5" x 13"	375		
ream	Bond paper, Sub 20, Legal Size, 8.5" x 11"	159		
packs	Glossy A3 Paper (20sheets/packs)	20		
reams	Paper One A3 paper (matte) 500 sheets /1 ream	8		
TOTAL		QTY 1973	Estimated Cost	



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

BIDS AND AWARDS COMMITTEE

Website: www.rsu.edu.ph

Tel No. (042) 567 - 5273/5859/6234

Tele Fax No. (042) 567-5270

Yours,

MARIO A. FETALVER JR., Ph. D.
BAC Chairperson

Canvassed by:

Larry I. Firmalo
Procurement Officer



BIDS AND AWARDS COMMITTEE

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.