



**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-036**  
**Quotation No. 20-09-078**

**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 of Various Offices & Colleges in Main Campus

**ABC:** Php386,275.00

**QTY:** 1834

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pc	Documentary Tray, 2 Layers, Legal size, Aluminum	1		
pc	Envelop, Mailing 80 gsm, 105mm x 241mm long	500		
pcs	Envelope Brown Legal size	50		
pack	Folder, white 14pts 9"x14.5" legal	5		
pack	Heavy Duty Staple Wire 23/10 (10 packs x 1000 pcs)	10		
ream	Laminating Film (Long 222mm x 337mm) 250 microns	20		
box	marker, White Board Refillable (black)	10		
ream	Paper Bond, 8.5" x 11" Letter Size, subs 20 ultra	150		
ream	Paper Bond, 8.5" x 13" Legal Size, subs 20 ultra	260		
ream	Paper Bond, A3 Size, 80 gsm	10		
ream	Paper Mimeo, Whitewove long 8.5" x13" Subs 18	300		
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20	225		
box	Paste with spreader 200 grams	5		
box	Pencil #2 with eraser	4		
pack	Photopaper, Glossy A4 Size 220gsm (10pcs/pack)	10		
box	Pilot Whiteboard Marker Black, 12's	10		
box	Pilot Whiteboard Marker Blue, 12's	5		
box	Pilot Whiteboard Marker Liquid Ink, Black	12		
box	Pilot Whiteboard Marker Liquid Ink, Blue	12		
box	Pilot Whiteboard Marker Liquid Ink, Red	12		
box	Pilot Whiteboard Marker Red, Black	5		
pack	PVC Binding Film, Legal 217 x 331 mic. 250	3		
pack	PVC Binding Film, Legal 217mm x 331mm, mic. 250	15		
pc	Scissors 6" (Medium size, Heavy duty)	5		
box	Sign Pen, Black 0.5mm	1		
box	Sign Pen, Blue 0.5mm	1		
pack	Specialty Board Paper 8.5" x 13" Legal Size 220gsm (10pcs/pack)	100		
box	Stabilo	2		
box	Stapler Wire #10	10		
box	Stapler Wire #35 (5,000 pcs)	20		



pcs	Stapler: Heavy duty, staple up to 70 sheets of paper (80 gsm), adjustable paper stop, stapling depth: 53mm, for 9/8 -10 staples, convenient, top loading refill mechanism	4		
pc	Stick-up Padding glue (Red) 2 kg	2		
pc	Transparent Acrylic Photo Frame A4 Certificate Holder	30		
pc	USB 3.1 Dual Interface OTG 32GB	5		
ream	Vellum Board (100 pcs. White) 230gsm	20		
<b>TOTAL</b>		<b>QTY</b>	<b>1834</b>	<b>Estimated Cost</b>

Yours,



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

Canvassed by:

**Larry I. Firmalo**  
 Procurement Officer

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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.**