



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-032
Quotation No. 20-08-068

Date : August 14, 2020
Company Name: _____
Address : _____

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the Terms 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 **August 17, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies for Printing and Production of Module and Instructional Materials
ABC: PhP910,065.00
QTY: 3704

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
reams	Paper, Bond, Legal size, subs. 20, Ultra White	1935		
reams	Paper, Bond, Letter size, subs. 20, Ultra White	1285		
reams	Bond Paper (A4, 70gsm)	39		
reams	Paper, Bond, A3 size	14		
reams	Neon Colored Paper (Legal Size, Orange, Green, Pink)	20		
reams	Neon Colored Paper (Letter Size)	10		
reams	Mimeo Paper (Groundwood, Legal Size, 18subs)	170		
reams	Mimeo Paper (Whitewove, Letter Size, 18subs)	90		
reams	Mimeo Paper (Whitewove, Legal Size, 18subs)	50		
reams	Book Paper (Legal Size)	10		
box	Paper Fastener, (Non-Rust Metal, 50sets/box)	31		
box	Paper Fastener (Plastic Coated, 50sets/box)	50		
TOTAL		QTY	3704	ESTIMITATED COST

Yours,



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

Canvassed by:

LARRY I. FIRMALO
 Procurement Officer



**BIDS & AWARDS COMMITTEE (BAC)
ROMBLON STATE UNIVERSITY
Odiongan, Romblon**

Sir/Madame:

Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

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.