



**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-074**  
**Quotation No. 20-09-114**

**Date** : September 23, 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 28, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of IT Equipment for Office Use of CBA & Admin Offices

**ABC:** PhP306,000.00

**QTY:** 13

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
set	<b>Desktop Computer</b> Processor: Intel core i3 RAM: 4GB DDR3 SDRAM Storage: 1TB HDD Optical Drive: Tray in Supermulti DVD-RW 24x Operating System: Windows10 Home (x64) Keyboard: Wired USB Keyboard, Black Mouse: USB Optical Mouse Monitor: 19" LED Monitor	1		
unit	<b>Laptop Computer (Intel i5, 1TB HDD, 8GB ram)</b> Processor: 8th Gen Intel core i5 8265U processor (up to 3.9GHz, 6Mb Cache, ) RAM: 8GB DDR4 (2400 MHz max. speed) Drive: 1TB HDD + 128GB SSD eMMC Operating System: Windows 10 Home Connectivity: HDMI, SDCard Reader, 3.5mm jack (Microphone, Speaker), USB 3.1, USB Type-C	1		
unit	All-in-One Printer/Scanner/Copier	2		
unit	<b>Printer (Print, Scan, Copy, Faxwith ADF)</b> Copy Quality: Draft, Standard, Best Quality Max. Copy Stand Alone : 99 copies Reduction/Enlargement: 25-400%, Auto-Fit Function Max. Copy Resolution: 600 x 600 dpi Max. Copy Size: Legal, ISO 29183, A4 Simplex Flatbed (Black/Colour): Up to 7.7 ipm/3.8 ipm	1		
set	<b>Desktop Computer</b> Processor: Intel core i5 RAM: 8GB DDR4 SDRAM Storage: 1TB HDD Optical Drive: Tray in Supermulti DVD-RW 24x Operating System: Windows 10 Professional Keyboard: Wired USB Keyboard, Black Mouse: USB Optical Mouse	1		



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
 Odiongan, Romblon

# BIDS AND AWARDS COMMITTEE

Website: [www.rsu.edu.ph](http://www.rsu.edu.ph)

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

Tele Fax No. (042) 567-5270

	<i>Monitor: 24" LED Monitor</i>			
set	<b>Laptop Computer</b> <i>Processor: 8th Gen Intel core i5 8400 processor (6 Core, 2.8GHz, 9M Cache, 65W)</i> <i>RAM: 8GB Single Channel DDR3L 1600Mhz</i> <i>Storage: 1TB 7200 rpm SATA 6GB/s</i> <i>Graphics: NVIDIA GeForce 1030 2GB DDR5</i> <i>Operating System: Windows 10 Home</i> <i>Monitor: 23" LED Monitor</i> <i>Keyboard: Wired USB Keyboard, Black</i> <i>Mouse: USB Optical Mouse</i> <i>Connectivity: HDMI, SDCard Reader, 3.5mm jack (Microphone, Speaker), USB 3.0, VGA, Ethernet</i> <i>Additional Specifications: Pre-Installed McAfee Security (15 month initial Subscription)</i>	2		
unit	<b>Laptop Computer (Intel i5, 500GB HDD, 2GB ram)</b>	1		
unit	All-in-One Printer/Scanner/Copier	2		
unit	UPS, 1500VA	2		
<b>TOTAL</b>		<b>QTY: 13</b>	<b>Estimated Cost</b>	

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.**