



**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-070**  
**Quotation No. 20-09-112**

**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 Satellite Campuses & Colleges

**ABC:** PhP797,288.64

**QTY:** 542

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
unit	<b>Copy Printer</b> - Fully Automatic One-Drum System - Max. Print Size: 275mm x 395mm - Max. Print Area: 250mm x 355mm - Print Speed: 60-90 sheet per minute - Max Resolution: 300 x 300 dpi - Paper Feed Capacity: 500 sheets (80 gsm max.) - Power Source: 220-240 V (50-60 Hz) - with Steel Cabinet, 1Cartidge Ink, 1 Maser Roll, Lifetime Service Warranty	1		
Liter	Copy Printer Ink	9		
pc	Master Roll	5		
unit	<b>Printer, 3-in-1</b> - Color Printer, Inkjet Printer, Flatbed Colour Image Scanner - DPI Print Resolution: 5760 x 1440 - Print Speed: 33ppm (Black); 15ppm(Colour) - Paper Tray Capacity: 100 sheets - CIS Scanning	2		
unit	<b>Copy Printer</b> - Fully Automatic One-Drum Stencil System - Original Size: min (90mm x 140mm); max(275mm x 395mm) - Print Size: min (90mm x 140mm); max(275mm x 395mm) - Max. Print Area: 250mm x 355mm - Print Speed: 60-90 sheet per minute - Max Resolution: 300 x 300 dpi - Paper Feed Capacity: 500 sheets (80 gsm max.) - Power Source: 220-240 V (50-60 Hz) - Print Position Adjustment: Vertical: ±10 mm, Horizontal: ±10 mm *1 - Print Reproduction Ratio: Standard reproduction ratio (enlargement): 141%, 122%, 115% - with Steel Cabinet, 10Cartidge Ink, 10 Maser Roll, Lifetime Service Warranty	1		



unit	<b>Copy Printer</b> - Fully Automatic One-Drum Stencil System - Original Size: min (90mm x 140mm); max(275mm x 395mm) - Print Size: min (90mm x 140mm); max(275mm x 395mm) - Max. Print Area: 250mm x 355mm - Print Speed: 60-90 sheet per minute - Max Resolution: 300 x 300 dpi - Paper Feed Capacity: 500 sheets (80 gsm max.) - Power Source: 220-240 V (50-60 Hz) - Power Consumption: Max. 175 W - At Ready: 35 W or less - Print Position Adjustment: Vertical: $\pm 10$ mm, Horizontal: $\pm 10$ mm *1 - Print Reproduction Ratio: Standard reproduction ratio (enlargement): 141%, 122%, 115% - with Steel Cabinet, 1 Cartidge Ink, 1 Maser Roll, Lifetime Service Warranty	1		
bottle	Copy Printer Ink	36		
box	Master Roll	10		
unit	3 in 1 Printer (with Continuous Ink Supply)	6		
unit	4G LTE Prepaid Wifi	6		
bottle	Ink for Printer, Epson Genuine (Black) 1000mL/bottle	20		
bottle	Ink for Printer, Epson Genuine (Cyan) 1000mL/bottle	5		
bottle	Ink for Printer, Epson Genuine (Magenta) 1000mL/bottle	5		
bottle	Ink for Printer, Epson Genuine (Yellow) 1000mL/bottle	5		
ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra White	100		
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	300		
box	Staple wire #35 5,000pcs	20		
pc	Stapler with remover(Heavy duty) use 24/6-26/6 staples	10		
<b>TOTAL</b>		<b>QTY: 542</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.**