



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
Solicitation No. RSU-2020-079
Quotation No. 20-09-119

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 Ink & IT Equipment for Office Use of College & Satellite Campuses

ABC: PhP199,470.00

QTY: 723

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
bottle	Ink for Printer(Black) Universal 1 lit./color(Refill)	2		
bottle	Ink for Printer(Cyan) Universal 1 lit./color(Refill)	2		
bottle	Ink for Printer(Magenta) Universal 1 lit./color(Refill)	2		
bottle	Ink for Printer(Yellow) Universal 1 lit./color(Refill)	2		
unit	5 in 1 Printer with CISS	1		
bottle	Ink for Printer, Epson Genuine (Black) 1000mL/bottle	5		
bottle	Ink for Printer, Epson Genuine (Cyan) 1000mL/bottle	1		
bottle	Ink for Printer, Epson Genuine (Magenta) 1000mL/bottle	1		
bottle	Ink for Printer, Epson Genuine (Yellow) 1000mL/bottle	1		
bottle	Ink for Printer(Black) Universal 1 lit./color(Refill)	35		
bottle	Ink for Printer(Cyan) Universal 1 lit./color(Refill)	5		
bottle	Ink for Printer(Magenta) Universal 1 lit./color(Refill)	5		
bottle	Ink for Printer(Yellow) Universal 1 lit./color(Refill)	5		
unit	Extension Wire Universal 3-gang 6ft. (Heavy Duty	3		
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	144		
ream	Paper, Mimeo, Whitewove, Long 8.5" x 13" Subs. 18	500		
pc	HDMI Cable, Heavy Duty, Male to Male	9		
TOTAL		QTY 723	Estimated Cost	

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.