



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiangan, Romblon

BIDS AND AWARDS COMMITTEE

Website: www.rsu.edu.ph

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

Tele Fax No. (042) 567-5270

REQUEST FOR QUOTATION
Solicitation No. RSU-2020-203
Quotation No. 20-10-193

Date : October 19, 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 **October 22, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.


Project: Procurement of Copy Printer for the Office of Board Secretary

ABC: PhP159,000.00

QTY: 1

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
unit	Copy Printer Specification: Printing Process fully automatic one-drum system stencil system, Original Sheet (One Original Sheet Only) Original size: Minimum; 90X140 mm Maximum: 2750 395 mm Print paper sizes: Minimum 90X140 mm Maximum 2750 395 mm Print Area; Maximum 2500 mm 355mm Print Speed: 60-90 Sheets per minute (2 steps) First Print Speed: Less than 40 seconds Resolution: 300x300 dpi Image modes: Letter Mode, Photo Mode, Photo/Letter mode Image position: Vertical: ± 10mm Horizontal: ± 10mm Reproduction Ratios: Pre-set enlargement 115, 122, 141% Pre-set Reduction; 71,82,87,93% Colour Printing: Paper feed/delivery table capacity: 500 sheets (80g /m7) Power Source: 220-240 V, 50-60hz Power Consumption; Maximum Master Making: Less than 175w Printing; Less than 175 w (at 90 sheets per minute) Stand By: 35 W Dimension(WxDo 11) 1232x672x519mm Weight 55 kg. With steel cabinet 1 cartridge ink 1 master roll with lifetime Free service	1		
TOTAL		QTY	1	Estimated Cost

Your


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

Canvassed by:

Larry I. Firmalo
 Procurement Officer



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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.