



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

**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-200**  
**Quotation No. 20-10-190**

**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 Office Supplies for RSU San Agustin Campus

**ABC:** PhP339,747.00

**QTY:** 1344

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
ream	Paper, Bond, 8.5" x 11", Letter Size, subs20, Ultra White	1278		
bottle	Ink for Printer(Black) Universal 1 lit./color(Refill)	10		
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		
box	Ballpen,0.7mm ballpoint (Black)	3		
box	Ballpen,0.7mm ballpoint (Blue)	3		
box	Ballpen,0.7mm ballpoint (Red)	3		
box	Staple Wire #35 (5000pcs)	10		
box	Plastic Envelope, 12" x 15"	7		
box	Marker, Permanent, Refillable, Broad(Black)	3		
box	Marker, Permanent, Refillable, Broad(Blue)	3		
box	Marker, Permanent, Refillable, Broad(Red)	3		
pc	Class Record 30lvs 5 1/2" x 11"	15		
<b>TOTAL</b>		<b>QTY 1344</b>	<b>Estimated Cost</b>	

Your

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

Canvassed by:

**Larry I. Firmalo**  
 Procurement Officer



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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.**