



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

BIDS AND AWARDS COMMITTEE

Website: www.rsu.edu.ph Tel No. (042) 567-5273/5859/6234 Tele Fax No. (042) 567-5270
E-mail: bacrsu2016@gmail.com

REQUEST FOR QUOTATION
Solicitation No. RSU-2020-220
Quotation No. 20-12-223

Date : December 16, 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 **December 21, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Various Office Equipment for Sports Development Office

ABC: PhP52,200.00

QTY: 3

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
Unit	Printer, 3 in 1 with CISS Print, Copy, Scan	1		
pc	Chair, Executive, High Back with Armrest	1		
Unit	LawnMover, Gasoline powered, 22' deck, 22" straight blade, wheel-8" front & 10" rear, 139cc machine, 1.5Lfuel	1		
TOTAL		QTY 3	Estimated Cost	

Yours


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

Canvassed by:

Larry I. Firmalo
Procurement Officer

Supplier's Printed Name/Signature



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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.

Supplier's Printed Name/Signature