



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
 Odiongan, Romblon  
 Tel No. (042) 567-5273  
 Email: romblonstateu@gmail.com  
 URL: rsu.edu.ph

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**BIDS AND AWARDS COMMITTEE**

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**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2021-02-033**  
**Quotation No. 21-03-047**

**Date** : March 8, 2021  
**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 **March 11, 2021** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Transcript for Office of Registrar  
**ABC:** PhP150,000.00  
**QTY:** 10000

| UNIT         | ITEM DESCRIPTION | QTY        | ESTIMATED UNIT COST   | ESTIMATED COST |
|--------------|------------------|------------|-----------------------|----------------|
| pcs          | Transcript       | 10000      |                       |                |
| <b>TOTAL</b> |                  | <b>QTY</b> | <b>ESTIMATED COST</b> |                |

Yours,

  
**BILSHAN F. SERVANEZ, Ph. D.**  
 BAC Chairperson

Canvassed by:

**Larry I. Firmalo**  
 Procurement Officer

\_\_\_\_\_  
 Supplier's Printed Name/Signature

*"Serving with Honor and Excellence!"*



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**BIDS AND AWARDS COMMITTEE**

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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 Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

**Note: Submitted documents must be properly authenticated.**