



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 San Fernando Campus
 San Fernando, Romblon
 Email: emelia_ramos@yahoo.com
 Mobile No.: 0917-638-5729

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Solicitation No.: **2021 - 09 - 002**

Quotation No.: **21 - 09 - 002**

Date: October 19, 2021

Company Name : _____

Address : _____

Sir/Madam:

Please quote your lowest price on the item/s below, subject to the general conditions and Eligibility Requirements for the Bidders, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **October 26, 2021** at exactly **5:00 in the afternoon** in the return envelope attached herewith.

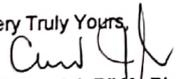
Project: Procurement of Office Supplies and Consumables

ABC: Php178,350.00

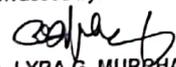
QTY: 752

UNIT OF ISSUE	ITEM/DESCRIPTION	QTY.	UNIT COST	ESTIMATED COST
pc.	Record book, 500 leaves	30		
pc.	Record book, 150 leaves	30		
box	Sign pen, G tec C4, black	24		
box	Sign pen, Hi-Tech Point V5	25		
box	Sign pen, 0.5mm, black	25		
box	Sign pen, 0.5mm, blue	25		
pack	Special board 240GSM, white/green 120/100 letter size	30		
pack	Special board 240GSM, white/green 120/100 legal size	20		
pc.	Stamping pad	10		
bottle	Stamping pad ink (purple)	10		
box	Staple wire No. 35	49		
pc.	Stapler with remover, No. 35, heavy duty	25		
roll	Tape, double sided, heavy duty, 1"	50		
roll	Tape, masking 1"	49		
box	Paper highlighter/marker	20		
reams	Bond paper, 8.5" x 11", letter size, Subs. 20	150		
reams	Bond paper, 8.5" x 13", legal size, Subs. 20	180		
TOTAL		QTY. 752	ESTIMATED COST	

Very Truly Yours,


CARMEN J. RIVA, Ph.D.
 BAC Chairperson

Canvassed by:


MA. LYRA G. MURGHANTE
 Administrative Officer I / Supply Officer I

 Supplier's Printed Name/Signature

"Serving with Honor and Excellence!"

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BIDS AND AWARDS COMMITTEE

Date: _____

BIDS AND AWARDS COMMITTEE (BAC)
ROMBLON STATE UNIVERSITY
San Fernando, Romblon

Madame:

After having carefully read and accepted your General Conditions, I/We quote on the item at 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/handwritten.
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 Romblon State University, San Fernando Campus, San Fernando, Romblon.

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated.

"Serving with Honor and Excellence!"

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