



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 - 013

Quotation No.: 21 - 09 - 018

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: PhP251,800.00

QTY: 1045

Sir/Madame:

UNIT OF ISSUE	ITEM/DESCRIPTION	QTY.	UNIT COST	ESTIMATED COST
reams	Bond Paper, 8-1/2 x 13, subs. 20	200		
reams	Bond Paper, 8-1/2 x 11, subs. 20	200		
cart.	Canon ink cartridge, no. 810 black	10		
cart.	Canon ink cartridge, no. 810 bcolored	10		
liter	Computer Ink, UV ink (black)	20		
liter	Computer Ink, UV ink (yellow)	10		
liter	Computer Ink, UV ink (magenta)	10		
liter	Computer Ink, UV ink (cyan)	10		
pcs.	Folder, Legal size, 14 pts.	200		
pcs.	Folder, short size, 14 pts.	100		
box	Marker, permanent, refillable, broad (black)	25		
box	Marker, permanent, refillable, broad (blue)	25		
box	Whiteboard marker, refillable, black (12 pcs./box)	25		
bottle	Glue, Multi-Purpose 473 ml., white Metal fast	30		
pcs.	Correction Tape, 5mm x 5m	50		
box	Metal fastener T-960 (50 sets/box)	50		
rolls	Tape, masking, 48mm (2") width, usable length 50m	50		
rolls	Tape, packaging, 48mm (2") width, usable length 50m	10		
rolls	Tape, transparent, 48mm (2") width, usable length 50m	10		
TOTAL		QTY.	1,045	ESTIMATED COST

" Serving with Honor and Excellence!"

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Very Truly Yours,


CARMEN J. RIVA, Ph.D.
BAC Chairperson

Canvassed by:


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

Supplier's Printed Name/Signature

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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.

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