



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Shopping 52.1b

P.R. No. **22-04-134A, 22-04-134B**
 Quotation No. **22-05-016**
 Date: **May 11, 2022**

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 **May 18, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Medals and Ribbons for Laboratory Science High School Commencement Exercises

ABC: ₱ 88,915.00 **QTY:** 1,301

Very truly yours,

ATTY. GLENN NIÑO M. SARTILLO
 BAC Chairperson

Canvassed by:

IRENE J. FADERA
 OIC Procurement Officer

BIDS & AWARDS COMMITTEE (BAC)
 Romblon State University
 Odiongan, Romblon

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
pc	Medals for Graduates	275		
pc	Medals for Students with Honors	355		
pc	Medals for Students with High Honors	210		
pc	Medals for Students with Highest Honors	30		
pc	Ribbons for Completers	116		
pc	Ribbons for Students with Honors	220		
pc	Ribbons for Students with High Honors	80		
pc	Ribbons for Students with Highest Honors	15		
TOTAL		QTY 1,301		

Total _____

 Printed Name / Signature



Republic of the Philippines
ROMBLON STATE UNIVERSITY

Odiongan, Romblon
Tel No. (042) 567-5273
Email: romblonstateu@gmail.com
URL: rsu.edu.ph

PROCUREMENT MANAGEMENT OFFICE

Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

Tel. No. / Cellphone No.: _____

E-mail Address: _____

Date: _____

Terms & Conditions:

1. All entries must be type-written/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 (3) 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:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Certificate

Note: Submitted documents must be properly authenticated

Printed Name / Signature