



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

**PROCUREMENT MANAGEMENT OFFICE**

**REQUEST FOR QUOTATION**  
**Shopping 52.1b**

P.R. No. **22-05-174**  
 Quotation No. **22-05-037**  
 Date: **May 27, 2022**

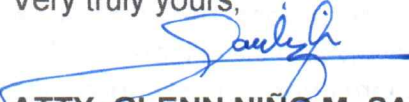
Company Name: \_\_\_\_\_

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 30, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

**Project: Procurement of Various Supplies for the Office of the University Registrar**  
**ABC: ₱ 211,500.00 QTY: 951**

Very truly yours,  
  
**ATTY. GLENN NIÑO M. SARTILLO**  
 BAC Chairperson

Canvassed by:

  
**IRENE I. FADERA**  
 OIC Procurement Officer

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

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
pack	Specialty Paper (White, Letter, 220gsm)	50		
pc	Medals	450		
pc	Jacket Holder (Letter)	450		
pc	Plaque (Glass)	1		
<b>TOTAL</b>	<b>QTY</b>	<b>951</b>		

Total \_\_\_\_\_

\_\_\_\_\_  
 Printed Name / Signature



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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