



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
 Small Value Procurement

P.R. No. 22-05-185, 22-06-223,
22-06-224, 22-06-225,
 Quotation No. 22-06-046
 Date: June 15, 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 **June 20, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Various Supplies and Tarpaulin Printing for Padyakalikahan of the Office of the Vice President for Administration and Finance and Security Services Office

ABC: ₱ 292,630.00 **QTY:** 792

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
 BAC Chairperson

Canvassed by:


IRENE FADERA
 OIC Procurement Officer

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

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
gal	Isoprophyl 70% Alcohol	5		
pair	Rain Boots	8		
pc	3 x 8 ft. Tarp Printing	31		
pc	4 x 8 ft. Tarp Printing	17		
pc	4 x 9 ft. Tarp Printing	2		
pc	8 x 10 ft. Tarp Printing	1		
pc	6 x 12 ft. Tarp Printing	5		
pc	8 x 16 ft. Tarp Printing	1		



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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pc	2 x 2 ft. Tarp Printing	20		
pc	8 x 12.5 ft. Tarp Printing	2		
pc	8 x 10 ft. Tarp Printing	2		
pc	Wood Frames for Tarpaulin (2 in. x 3 in. x 12 ft.)	220		
pc	University Logo: 36" Dia x 50mm Thick Build Up Logo, Sticker on 4.5mm Thick Sintra Board, Logo Type in 3mm Thick Acrylic Build Up Laser Cut with LED Lightning (Halo Effect)	1		
pc	Canvas Portraits: Printed on High-grade Poly-cotton canvas 385g/m2 mounted on 25mm x 50mm Solid Wood Frame	1		
pc	Build Up Logotype: 36" HT x 6' Thick build up letters (R,S,U) using 4.5mm Thick Sintra Board with sticker printing and lamination	1		
pc	Build Up Logotype: 12" HT x 1" Thick Build up letters ('Maadong Pag Abot') using 3.0mm Thick Sintra Board with Sticker printing and lamination	1		
pc	Bike Tags Printing, 4 x 6 inches, Sintra Board and Cable Ties	100		
pc	Tree Planting Tag, 8 x 10 inches, Sintra Board and Cable Ties	9		
pc	Road Map Printing – A3 Size Photo Printing	1		
pc	Customized Tags (for Tokens)	1		
set	Flower Decoration	1		
pc	Security Vest	10		
pc	Gun Tacker, Standard Size	1		
box	Staple Wires 14mm 5/23 inches, 9/16 inches	1		
pc	XLR Female to Male Cable	8		
pc	AA Battery	16		
pack	Specialty Board, White, Legal, 220gsm (Printing of Programs, Fliers/Brochure)	30		
pack	Photo Paper, Glossy, A4 (Printing of Certificates, IDs, Signages)	10		
ream	Laminating Film, A4, 250 microns	1		
btl	Ink EPSON 003 (Black, Cyan, Yellow, Magenta)	4		
set	Cutter and Cutter Blades, 18mm	1		
pc	Certificate Frames, 11 x 18 inches	10		
pc	Double-sided Adhesive Tapes 3/4 inch	20		
pc	Sticker Paper, A4, Matte	10		
pc	ID Jacket, Size B4	70		
pc	ID Lace Lanyard (Sublimation)	70		
pc	Tote Bag, 10 x 14 inches	100		
TOTAL	QTY	792		

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
3. Professional License/Curriculum Vitae (Consulting Services), if applicable
4. PCAB License (Infrastructure), if applicable
5. Income/Business Tax Return (for ABCs above 500k)
6. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated

Printed Name / Signature