



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Small Value Procurement

P.R. No. **22-05-196**
 Quotation No. **22-07-058**
 Date: **July 6, 2022**

Company Name: _____

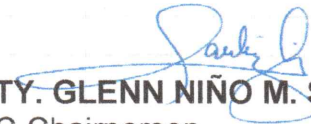
Address: _____

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 **July 11, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies for the Business Affairs and Income Generating Office
ABC: ₱ 156,460.00 **QTY:** 79

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
L	Ink for Printer (Cyan) Universal 1L/color (Refill)	6		
L	Ink for Printer (Magenta) Universal 1L/color (Refill)	6		
L	Ink for Printer (Yellow) Universal 1L/color (Refill)	6		
btl	Ink for Printer, Epson Genuine (Black) 70ml/bottle	6		
btl	Ink for Printer, Epson Genuine (Cyan) 70ml/bottle	10		
btl	Ink for Printer, Epson Genuine (Magenta) 70ml/bottle	10		
btl	Ink for Printer, Epson Genuine (Yellow) 70ml/bottle	10		
btl	Ink, Stamp Pad, Purple or Violet, 50ml	10		
pc	Ink, Latex, 831b, 775ml, Light Magenta	1		
pc	Ink, Latex, 831b, 775ml, Light Cyan	1		



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pc	Ink, Latex, 831b, 775ml, Cyan	1		
pc	Optimizer, 831b, 775ml	1		
pc	Ink, Latex, 831b, 775ml, Yellow	1		
pc	Ink, Latex, 831b, 775ml, Black	1		
pc	Sticker, Vinyl, Gloss, 3.5ft x 164ft, 200 gsm	1		
set	Printhead, Latex, Yellow/Magenta, CZ678A	2		
set	Printhead, Latex, Magenta/Light Cyan, CZ679A	2		
set	Printhead, Latex, Optimizer, CZ680A	2		
box	Paper, Bond, A3 size, 70gsm	2		
TOTAL	QTY	79		

Total _____

Printed Name / Signature

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)



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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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