



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Small Value Procurement

P.R. No. 22-06-270, 22-06-271, 22-06-272,
22-06-273, 22-06-274, 22-06-275,
22-06-276, 22-06-277, 22-06-278,
22-06-280, 22-06-281, 22-06-282

Quotation No. 22-07-059

Date: July 8, 2022

Company Name: _____

Address: _____

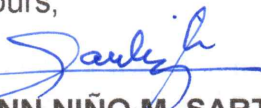
Sir/Madam:

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 Various Supplies and Property, Plant and Equipment (PPE) for the Upcoming Investiture

ABC: ₱ 656,500.00 **QTY:** 458

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Canvassed by:

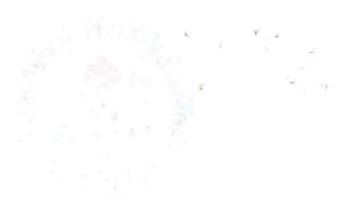

IRENE D. FADERA
OIC Procurement Officer

BIDS & AWARDS COMMITTEE (BAC)

Romblon State University
Odiongan, Romblon

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
set	University Mace: 16 inches diameter x 1 inch thick built up metal (stainless steel and Brass) University Seal on Sticker and Acrylic Details with 3 inches diameter x 3 inches wooden handle (carved), and wooden base in Stain Finish	1		
set	University Insignia (Lapel Pin): 1 inch diameter metal Lapel Pin University Logo (Ceramic Coat Finish)	100		



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set	Flag Pole: 2.0m, Stainless Steel Flag Pole with Holder	2		
set	University Banner: 3 feet x 5 feet Quality Fabric with University Emblem (Embroided)	1		
set	Printing Collaterals: High Quality Paper for Invitation and Investiture Ceremony, A3 Size Magazine Type with inserts (spread/trifold), Paper: C2 #220, Ink: 4/1 CMYK, Black, Finishing: Glossy with Plastic Lamination	300		
set	Tarpaulin Printing and Wood Frames: Large Format, 8in x 16in Tarp Printing with 2 inches x 3 inches x 12 wood frames and braces	5		
set	Build Up University Seal and Logotype: 48 inches diameter x 6mm Thick Acrylic RSU Logo Build up logotype; 6mm Thick laser cut logo elements wall backing to refurbish or paint finish (Glossy off-white)	1		
set	Plaques: Size: 11 inches x 15 inches x 3mm Thick customized design, Acrylic Plaque with base (laser cut and UV Printing Finish) with 2 inches diameter RSU – Logo Embossed	15		
set	Acrylic Podium / Lectern: Dimension: 47 inches total height and 20 inches width x 15 inches depth of desk with 1 shelf and University Emblem in front	2		
pc	University Medallion: 3 inches diameter metal Medallion with University Emblem (Cast in Brass)	15		
set	University Ring: (Bullring): 23-25 grams, 18 Karats Gold	1		
set	Academic Gown – Investiture: Quality Fabric with Pleating Full Bell Sleeves Panels with Gold Piping Customized University Emblem, Hood: Velvet panels flow around the neck, drape down the front of the gown w/ customized (digital embodied) University Emblem, Cap: Mortarboard Cap with Tussles	15		
TOTAL	QTY	458		

Total _____

 Printed Name / Signature



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
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

