



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Small Value Procurement

P.R. No. **22-07-337**
Quotation No. **22-07-062**
Date: **July 12, 2022**

Company Name: _____

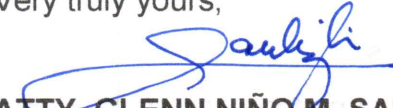
Address: _____

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 15, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Various Supplies for the Graduation of RSU Santa Maria Campus
ABC: ₱ 111,500 QTY: 1,061

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Canvassed by:


IRENE I. FADERA
OIC Procurement Officer

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

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
copy	Graduation Program: Type: Brochure, Quantity: 500 copies, Size: A3 (Sheet: 16.5 x 11.75) (with 2 Folds, 3 Panels) Paper: C2s#220 LBS, Ink: 4/4 CMYK, Finishing: with 2 sides Glossy Plastic Lamination	500		
pc	Medal: 3" diameter Customized 3mm thick Acrylic Medal (Laser Cut and UV Printed Finish) with Ribbon (Green and Gold)	100		

Printed Name / Signature





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pack	Specialty Paper: Size: letter	50		
pc	Certificate Holder: letter size, 8.5/ 11"	410		
pc	Plaque: 3mm thick Customized Acrylic Plaque 8" x 10" with Base and Embossed 2in dia RSU Logo (Laser Cut and UV Printed Finish)	1		
TOTAL	QTY	1,061		

Total _____

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