



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**

Odiongan, Romblon  
Tel No. (042) 567-5273  
Email: [romblonstateu@gmail.com](mailto:romblonstateu@gmail.com)  
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**PROCUREMENT MANAGEMENT OFFICE**

**REQUEST FOR QUOTATION**  
Small Value Procurement

P.R. No. **22-12-434**  
Quotation No. **22-12-097**  
Date: **December 15, 2022**

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

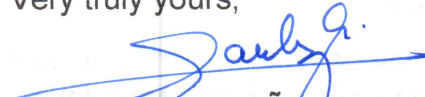
Address: \_\_\_\_\_

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 **December 19, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Laptops for the ICT Services Center  
**ABC:** ₱653,880.00 **QTY:** 12

Very truly yours,

  
**ATTY. GLENN NIÑO M. SARTILLO**  
BAC Chairperson

Canvassed by:

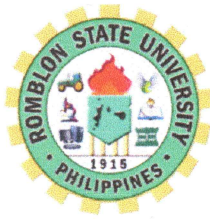
  
**IRENE J. FADERA**  
OIC Procurement Officer

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

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
pc	<b>Laptop</b> Specifications; Processor: 12 core, 12mb cache, base 2.7 GHz up to 5 GHz or equivalent, Operating System: Windows 10, 64 bit Professional (includes Windows 11 Pro License), Display: at least 14" HD (1366x768) Anti-Glare, Non-	12		

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



**PROCUREMENT MANAGEMENT OFFICE**

	Touch, Memory: 8GB DDR4, Storage: 512 GB M.2 NVME Solid State Drive, USB Slots: 1 x USB Type C 3.2 Gen 2, 2 x USB 3.2 Gen 1 and 1 x USB 2.0			
<b>TOTAL</b>	<b>QTY</b>	<b>12</b>		

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