



Republic of the Philippines
ROMBLON STATE UNIVERSITY

Odiongan, Romblon
Tel No. (042) 567-5273
Email: romblonstateu@gmail.com
URL: rsu.edu.ph

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Shopping 52.1b

P.R. No. **22-11-422**
Quotation No. **22-11-089**
Date: **November 24, 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 **November 28, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies for the Supply and Property Management Office of Romblon State University

ABC: ₱145,750.00 **QTY:** 652

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
ream	Coupon Bond, Legal Size 8 1/2" x 13", 70gsm	300		
pc	Correction Tape, 5mm x 12m	50		
box	Ballpen, 0.5mm, (10 Black, 10 blue)	20		
pc	Flashdrive, 32GB	10		

Printed Name / Signature



PROCUREMENT MANAGEMENT OFFICE

pc	Blank CD-R	100		
btl	Refill Ink, Black, Universal, 1 Liter	10		
pack	Folder, Long	10		
box	Brown Envelope, Long	2		
pc	Bulb, LED, 15 watts	100		
btl	Dishwashing Liquid, Antibac, 475ml	50		
TOTAL	QTY	652		

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 Number
3. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated

 Printed Name / Signature