



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Small Value Procurement

P.R. No. **23-06-222**
Quotation No. **23-06-031**
Date: **June 27, 2023**

Company Name: _____

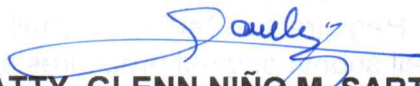
Address: _____

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 **June 30, 2023 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Graduation Materials for the Office of the University Registrar
ABC: PhP169,000.00 **Qty:** 553

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Canvassed by:


IRENE I. FADERA
Head, Procurement Management Office

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

Sir/Madam:

Unit	Description	Qty	Unit Cost	Total Value
pc	Medal; 2 in. diameter Medal; Polished Brass with Double Ribbon Lace (Green and Gold); Plain Box Included, with Steel Casting Mold, RSU Logo Pattern (With Distinction, Cum Laude, Magna Cum Laude) <i>See attached picture of Medal for reference*</i>	550		
pc	Plaque <i>See attached picture of Plaque for reference*</i>	3		
	Total Qty	553		

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:

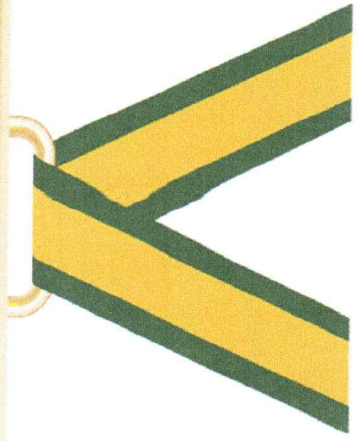
1. Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. Professional License/Curriculum Vitae (Consulting Services), if applicable
4. PCAB License (Infrastructure), if applicable
5. Income/Business Tax Return (for ABCs above 500k)
6. DTI Certificate of Business Registration
7. BIR Certificate of Registration
8. Omnibus Sworn Statement (for ABCs above 50k)

Note: Submitted documents must be properly authenticated

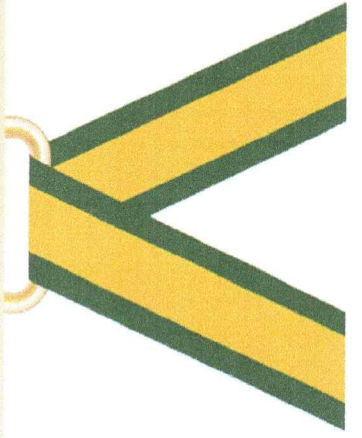
Printed Name / Signature



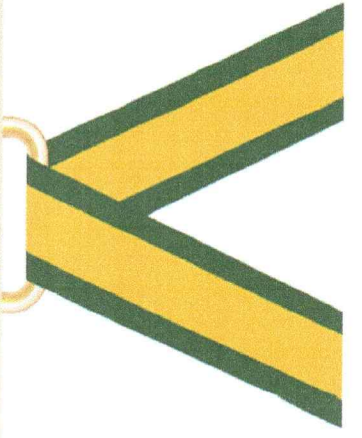
WITH DISTINCTION

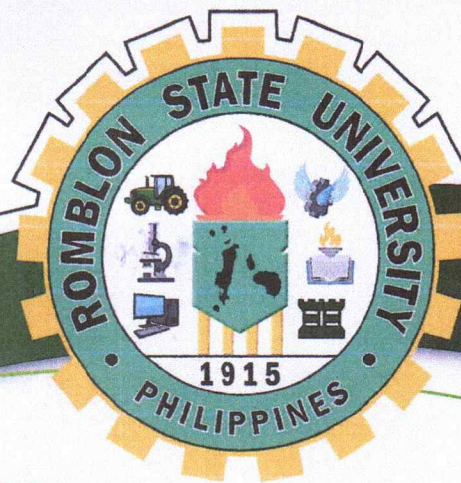


CUM LAUDE



MAGNA CUM LAUDE





Republic of the Philippines
Commission on Higher Education
ROMBLON STATE UNIVERSITY
Liwana, Odiongan, Romblon

This
PLAQUE OF RECOGNITION

is awarded to


Hon. Elizaldy S. Co

in grateful acknowledgement of his distinguished and invaluable service rendered as

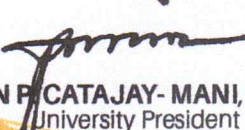
Commencement Speaker

during the 45th Commencement Exercises of Romblon State University, Main Campus,
A.Y. 2020-2021 with the theme: "Pursuing Excellence in the New Normal",
thereby contributing immeasurably to the prestige and success of the event.

Given this 31st day of August in the year of our Lord Two Thousand and Twenty-One,
at Romblon State University, Odiongan, Romblon, Philippines


JOHN B. FABELLO, MAED
Advisor, Graduating Class


JOHN F. RUFON
University and Board Secretary


MERIAN P. CATAJAY-MANI, Ed.D., CESE
University President

