



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Small Value Procurement

P.R. No. **23-04-130A**
Quotation No. **23-07-033**
Date: **July 21, 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 **July 24, 2023 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Gala Uniform for National Service Training Program Office of Romblon State University

ABC: PhP98,250.10 **Qty:** 39

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
set	Gala upper uniform (complete buttons/rank/shoulder and sleeve/embroidered laurel leaf neck side) <ul style="list-style-type: none"> • Medium – 8 pcs • Large – 5 pcs 	13		
set	Gala lower uniform (white pants) <ul style="list-style-type: none"> • Medium – 8 pcs • Large – 5 pcs 	13		

Printed Name / Signature



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set	Hat / Chako / Feather	13		
	<ul style="list-style-type: none"> • 55 cm – 2 pcs • 56 cm – 5 pcs • 57 cm – 4 pcs • 58 cm – 2 pcs 			
Total Qty		39		

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. 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



→ Navy Blue

→ Gold Buttons

→ White

12/11/2010 10:36