



PROCUREMENT MANAGEMENT OFFICE

**REQUEST FOR QUOTATION
Small Value Procurement**

P.R. No. **23-08-241**
Quotation No. **23-08-037**
Date: **August 24, 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 **August 29, 2023 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Token for Honor Students of Romblon State University
ABC: PhP150,000.00 **Qty:** 300

Very truly yours,

ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Canvassed by:

IRENEL FADERA
Head, Procurement Management Office

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

Sir/Madam:

Unit	Description	Qty	Unit Cost	Total Value
set	Tumbler Set with Print; 750ml Premium Travel Tumbler Double-Walled 304 Stainless Vacuum Sports Water Bottle with 2 pcs Cup Handle including Gift Box Packaging; Colors: Black, Gray and Peach; Print: UV Printed 50mm dia RSU Logo with Tagline	300		
	Total Qty	300		

Total _____

Printed Name / Signature



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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

