



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Solicitation No. **RSU-47-18**Quotation No. **18-08-107**Date : **August 23, 2018**

Company Name: _____

Address : _____

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the General Conditions and Eligibility Requirements for the Suppliers, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **August 28, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Devices and Accessories for College of Arts and Sciences (CAS)**ABC:** PhP102,960.00**QTY:** 97

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
panel	Curtain (Light blue)	10		
pc	Extension Wire Universal 3-gang 6 feet (Heavy duty)	2		
unit	External Drive, DVD/CD ROM 24x	1		
unit	External Hard Drive 1TB, USB 3.0	1		
pcs	Bulb, LED 13watts	20		
pcs	Bulb, LED 9watts	20		
pcs	Wall Clock	2		
unit	Chair, Executive, Long Back with armrest	1		
PCS	Plastic Arm Chairs/Study Chairs/ Study Chair	40		
TOTAL		QTY 97	ESTIMATED COST	

Yours,



Dr. Mario A. Fetalver, Jr.
 BAC Chairperson

Canvassed by:

LARRY I. FIRMALO
 Procurement Officer

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BIDS & AWARDS COMMITTEE (BAC)
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Sir/Madame:

Delivery Period : _____



Warranty : _____
Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name / Signature

Tel. No. /Cellphone No. _____

Email Address _____

Date: _____

REQUEST FOR QUOTATION

Terms & Conditions:

1. All entries must be type/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 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/SUPPLIERS:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated.