



# BIDS AND AWARDS COMMITTEE

## REQUEST FOR QUOTATION

Solicitation No. **RSU-63-18**Quotation No. **18-09-120**Date : **September 20, 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 **September 24, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Photocopying Machine, BIZHUB 362 for College of Business and Accountancy (CBA)

**ABC:** PhP120,000.00

**QTY:** 1

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
unit	<b><i>Photocopying Machine, BIZHUB 362:</i></b> 4 Cassette Trays and Bypass Tray or 2 Cassette Trays and Bypass Tray Plus Pedestal, <b><i>Model Color:</i></b> Black/White, <b><i>Copy Speed:</i></b> 36 copies & prints per minute, <b><i>Copy Paper Size:</i></b> 5.5x8.5 to 11"x17"/A5 to A3, <b><i>Resolution:</i></b> 600x600dpi, <b><i>Max Loading Capacity:</i></b> Up to 48,000 copies/month, <b><i>Spare Parts Warranty:</i></b> 1 year or 240,000 copies whichever comes first, <b><i>Machine Life:</i></b> 3 years or 600,000 copies whichever comes first, <b><i>Free Installation and Delivery, Free Operational Training and life time Free Service Guarantee</i></b>	1		
<b>TOTAL</b>		<b>QTY</b>	1	<b>ESTIMATED COST</b>

Yours,

  
**Mr. JOHN F. RUFON**  
 Vice Chairperson, BAC

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.**