



REQUEST FOR QUOTATION
Solicitation No. RSU-87-19
Quotation No. 20-01-001

Date : January 8, 2020
Company Name: _____
Address : _____

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the terms and 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 **January 13, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Equipment and Supplies for Daily Office use of Accounting Office

ABC: PhP70,260.00

QTY: 16

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
units	Auto Voltage Regulator (Heavy duty) with time delay 2000 watts	2		
units	Computer keyboard USB connection type	2		
units	Computer Table (Heavy Duty)	2		
units	Chair, Executive, Long Back with armrest	2		
units	Extension Wire Universal 3-gang 6 feet (Heavy duty)	2		
units	External hard Drive 1 TB, USB 3.0	1		
units	Office Table, with drawers and lock (Good Quality)	3		
units	Mouse, Optical USB connection	2		
TOTAL		QTY	16	ESTIMATED COST

Yours,


MARIO A. FETALVER JR., Ph. D.
 BAC Chairperson

Canvassed by:

Larry I. Firmalo
 Procurement Officer



Date: _____

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

Sir;

After having carefully read the terms and conditions of RFQ, I/We quote on the item/s at the prices noted above.

Yours,

Printed Name / Signature

Delivery Period	:	_____
Warranty	:	_____
Price Validity	:	_____
Tel. No. /Cellphone No.	:	_____
Email Address	:	_____
Date	:	_____

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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.