



**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-023**  
**Quotation No. 20-05-049**

Date : May 27, 2020  
 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 **June 1, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Steel Cabinet & White Board for Instructional & Office use of CAFF  
**ABC:** PhP59,400.00  
**QTY:** 8

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pcs	Tall Sliding Glass Door Steel Cabinet, approx L36"xW16"xH70"	3		
pcs	4-Layer Lateral Filing Cabinet, Light Gray	1		
pcs	White Board with Aluminum Frame 4'x8'	4		
<b>TOTAL</b>		<b>QTY 8</b>	<b>ESTIMATED COST</b>	

Yours,



**Prof. Mario A. Fetalver Jr., Ph.D.**  
 BAC Chairperson

Canvassed by:

**LARRY I. FIRMALO**  
 Procurement Officer

**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.

*"Readiness to Serve the region in Utilizing resources for higher education"*



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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.**