



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-050
Quotation No. 20-09-090

Date : September 17, 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 **September 21, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Furnitures, Office Devices, & IT Equipment for Office use of the Internal Audit Services, Security Services, SCAO, Research, CBA, TTA, & RSU Sta. Fe/San Jose

ABC: Php302,000.00

QTY: 66

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pc	Executive chairs, Midback with armrest, leatherette Seat & back, PVC Armrest & Starbase, Accessories: Gaslift, caster wheel and armrest	2		
pc	External Hard Drive 1 TB, USB 3.0	4		
unit	Reversible White Board 4'x5'	1		
unit	UPS, 1500VA	1		
unit	Water Dispenser Hot and Cold	3		
set	4 Drawers Steel Filling Cabinet	2		
pcs	Chair, executive, long back with armrest	1		
pcs	Chair, Monobloc, with backrest w/o armrest	9		
pc	Chair, Monobloc,with backrest, with armrest	1		
pc	Chair, Revolving, Black with side arm (Office Chair)	2		
pcs	Computer Table(Heavy Duty)	2		
pcs	Cork board with Frame 2' x 3'	3		
pcs	Digital Wall Clock with date	5		
pcs	Extension Wire Universal 3-gang 6 feet (Heavy Duty)	6		
unit	External Hard Drive 1 TB, USB 3.0	2		
unit	Flash Drive 32GB capacity USB 3.0 Plug and Play	4		
units	Office Chair, Revolving black with side arm	4		
pc	Office Table	1		
pc	Office Table (Good Quality)	1		
pc	Office Table with drawers and lock (Good Quality) Standard Size	4		
pc	Steel Cabinet with Lock 4 Drawers	1		
pc	Steel Cabinet with Lock 4 drawers lateral	2		
units	Wall Clock (Heavy Duty)	1		
set	Water Dispenser Hot & Cold	1		
pc	Whiteboard 2' x 3' with Aluminum Frame(Good Quality)	1		
pcs	Wifi Dongle	2		
TOTAL		QTY	66	Estimated Cost



Yours,

A handwritten signature in blue ink, appearing to read "Mario A. Fetalver Jr.", written over a light blue horizontal line.

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

Canvassed by:

Larry I. Firmalo
Procurement Officer

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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	:	_____

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.