



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-053
Quotation No. 20-09-095

Date : September 18, 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 Furniture, Appliances for Office use of Administrative Offices

ABC: PhP291,600.00

QTY: 24

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
set	SOFA SPECS: Conference furniture leather office sofa set synthetic, modern, not inflatable, 1 pc 3 seater chair and 2 pes single seater chair with center table with Pillows	1		
unit	Water Dispenser (Hot & Cold; Compressor Type Cooling; with mini cabinet storage; 500W/; L-12.25", W-12", H-39")	1		
unit	LED TV 50" 4k UHD SMART TV with wall bracket	1		
unit	Office Chair, Revolving black w/ side arm JS-333	3		
unit	Office Executive Manager Computer Standing Table Desk L Shape 220cm 2200* D2000*h760mm	1		
unit	Ergodyanmic Luxe Reclining Luxury high back Office Chair, Desk Chair(Black) Specs: 360° swivel function reclining chair, Max. weight capacity 100kg, 350mm nylon prong starbase and nylon casters, pneumatic height adjustment snbro tilt-lock mechanism	1		
unit	Coffee Maker Auto Drip Coffee; Simple and Easy to use; 8 to 10 cups capacity; 1000watts; Dual water level indicator; Keep warm heater plate; On & Off switch with light indicator	3		
set	Bed sheets with Pillow case and blanket for Queen size bed	3		
unit	Office metal desk, 47.2" x 27.5" x 29.5" (Gray)	1		
units	Office Desk, JS-SD02 (gray)	4		
units	Computer Table (Heavy Duty) - Black	2		
set	SOFA SPECS: Conference furniture leather office sofa set synthetic, modern, not inflatable, 1 pc 3 seater chair and 2 pcs 1 seater chair with center table Color: Black and White with Pillows	1		
unit	4-Layer Lateral steel Filing Cabinet Standard Size: H1328*W900*D450 mm / H132.8*W90*D45 cm	1		
unit	Office Executive Manager Computer Standing Table Desk L Shape 220cm 2200* D2000*h760mm	1		
TOTAL		QTY	24	Estimated Cost



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiangan, Romblon

BIDS AND AWARDS COMMITTEE

Website: www.rsu.edu.ph

Tel No. (042) 567 - 5273/5859/6234

Tele Fax No. (042) 567-5270

Yours,



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

Canvassed by:

Larry I. Firmalo
Procurement Officer



BIDS AND AWARDS COMMITTEE

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.