



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Tel No. (042) 567-5273
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
Solicitation No. RSU-2021-09-77
Quotation No. 21-09-100

Date : September 21, 2021
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 24, 2021** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Equipment and Supplies for the Different Units of Romblon State University
ABC: PhP53,205.00
QTY: 130

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
Ream	Paper, Bond, 8.5" x11", Letter size, sub. 20, Ultra White	10		
Ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	10		
Boxes	Ballpen, 0.7mm ballpoint (black)	10		
Pcs	Certificate holder, Letter size 8.5"x11"	15		
Pcs	Puncher, 2-hole (heavy duty)	2		
Pcs	Record Book, 500 pages	40		
Pcs	File arch with lever arm 3-ring, D-type (2.5) Legal size	10		
Pcs	File arch with lever arm 76mmx230mmx380mm Legal size	10		
Pcs	Data File box, made of chiefboard, with closed end	10		
Pcs	Documentary tray, 2 layers, Legal size, aluminum	4		
Box	UTP cat6 Ethernet cable 305meters/box	2		
Box	AMP RJ45 connector for cat6	5		
Pcs	Specification: Photocopy machine toner: MP2014H, Genuine Black 390g	1		
Unit	Smart Tank 515 wireless All-in-one Wireless Print, scan, copy, wireless, black: As fast as 14 sec, up to 1200x1200 rendered dpi color: up to 4800x1200 optimized dpi color (when printing from a computer and 1200 input dpi), 7segments+2inches icon display, 800MHz, PCL 3 GUI	1		
TOTAL		QTY 130	ESTIMATED COST	

Very Truly Yours,

BILSHAN F. SERVAÑEZ, Ph.D.
 BAC Chairperson

Canvassed by:

IRENE I. FADERA
 OIC Procurement Officer



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BIDS AND AWARDS COMMITTEE

Date: _____

Supplier's Printed Name/Signature

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.

Very Truly 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 Certification
3. Tax Clearance
4. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated.