



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
 San Fernando Campus  
 San Fernando, Romblon  
 Email: emelia\_ramos@yahoo.com  
 Mobile No.: 0917-638-5729

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**BIDS AND AWARDS COMMITTEE**


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**REQUEST FOR QUOTATION**

 Solicitation No.: 2021 - 09 - 022

 Quotation No.: 21 - 09 - 027

 Date: October 19, 2021

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the item/s below, subject to the general conditions and Eligibility Requirements for the Bidders, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **October 26, 2021** at exactly **5:00 in the afternoon** in the return envelope attached herewith.

 Project: Procurement of Office Supplies and Consumables

 ABC: PhP154,900.00

 QTY: 760

UNIT OF ISSUE	ITEM/DESCRIPTION	QTY.	UNIT COST	ESTIMATED COST
ream	Hard Copy Bond Paper, 8.5 x 11, letter size, S-20, Ultra white	100		
ream	Hard Copy Bond Paper, 8.5 x 13, letter size, S-20, Ultra white	100		
box	Staple wire No. 35	50		
liters	Computer Ink, Universal (black)	20		
liters	Computer Ink, Universal (cyan, yellow, magenta)	15		
box	Whiteboard Marker, Refillable, Broad (Black)	25		
pcs.	Folder, Legal size, 14 pts.	200		
pcs.	Folder, letter size, 14 pts.	100		
box	Metal Fastener, T-960, 50 sets/box	50		
bottle	Glue, Multi-Purpose, 473 ml. White	30		
box	Paper Highlighter/Marker	20		
ream	PVC Binding Film, Letter, 217 x 283mm, mic.250 (100's)	20		
ream	PVC Binding Film, Legal 717 x 331mm, mic.250 (100's)	30		
<b>TOTAL</b>		<b>QTY. 760</b>	<b>ESTIMATED COST</b>	

Very Truly Yours,

**CARMEN J. RIVA, Ph.D.**  
 BAC Chairperson

Canvassed by:

**MA. LYRA G. MURCHANTE**  
 Administrative Officer I / Supply Officer I

 \_\_\_\_\_  
 Supplier's Printed Name/Signature

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*"Serving with Honor and Excellence!"*



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## BIDS AND AWARDS COMMITTEE

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Date: \_\_\_\_\_

**BIDS AND AWARDS COMMITTEE (BAC)**  
**ROMBLON STATE UNIVERSITY**  
San Fernando, Romblon

Madame:

After having carefully read and accepted your General Conditions, I/We quote on the item at 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/handwritten.
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 Romblon State University, San Fernando Campus, San Fernando, Romblon.

### CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. Omnibus Sworn Statement

**Note: Submitted documents must be properly authenticated.**

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