



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Solicitation No.: **2021 - 09 - 008**

Quotation No.: **21 - 09 - 013**

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: Php232,672.00

QTY: 1,472

UNIT OF ISSUE	ITEM/DESCRIPTION	QTY.	UNIT COST	ESTIMATED COST
reams	Bond Paper, 8-1/2 x 13, S-20, GSM 70	150		
reams	Bond Paper, 8-1/2 x 11, S-20, GSM 70	120		
bottles	Computer Ink, Epson T6641 Black, 70 ml.	12		
bottles	Computer Ink, Epson T6643 Cyan, 70 ml.	8		
bottles	Computer Ink, Epson T6642 Magenta, 70 ml.	8		
bottles	Computer Ink, Epson T0634, Yellow, 70 ml.	8		
bottles	Computer Ink, Epson No. 003, Black, 65 ml.	25		
bottles	Computer Ink, Epson No. 003 Cyan, 65 ml.	20		
bottles	Computer Ink, Epson No. 003 Magenta, 65 ml.	20		
bottles	Computer Ink, Epson No. 003 Yellow, 65 ml.	20		
pcs.	Record book, 500 leaves	30		
pcs.	Record Book, 300 leaves	30		
gal.	All Purpose Glue, gallon	3		
bottles	All Purpose Glue, 130 grams	60		
doz.	Sign Pen, .4mm, black	6		
doz.	Sign pen, .5mm, black/blue	6		
pcs.	Scissors, 6" (medium, heavy duty)	50		
pieces	Correction Tape, 5mm x 5m	60		
case	Envelope, Brown, Long, 500 pcs. /case	2		
doz.	Ball pen, .5mm, black/red	12		
pcs.	Puncher	15		
pieces	Spiral Plastic (Ring Binder) 3/4"	30		
pieces	Spiral Plastic (Ring Binder) 1/2 "	30		
pieces	Spiral Plastic (Ring Binder) 1"	30		

" Serving with Honor and Excellence! "

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UNIT OF ISSUE	ITEM/DESCRIPTION	QTY.	UNIT COST	ESTIMATED COST
rolls	Plastic Cover, G-5	2		
pcs.	PVC Binding Cover Clear, legal size	120		
pcs.	PVC Binding Cover Clear, short size	70		
pcs.	Clearbook, legal size	120		
pcs.	Stapler with remover, heavy duty (big)	20		
rolls	Tape, transparent, 1"	100		
rolls	Tape, double sided, 1"	60		
doz.	File, Arch with lever arm, 3 ring D-Type (2.5") Legal size	100		
ream	Folder, legal size, 14 pts. (100 pcs./ream)	6		
doz.	Pencil, Mongol	12		
box	Clip, backfold, black, 2"	12		
box	Clip, backfold, black, 1-5/8"	30		
box	Clip, backfold, black, 1-1/4"	30		
box	Marker, Permanent, refillable (fine, black)	5		
box	Staple Wire, No. 35, (approx .5,000 pcs./box)	30		
TOTAL		QTY. 1,472	ESTIMATED COST	

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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BIDS AND AWARDS COMMITTEE

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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