



Republic of the Philippines
ROMBLON STATE UNIVERSITY

Odiongan, Romblon
 Tel No. (042) 567-5273
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Shopping 52.1b

P.R. No. 22-10-395, 22-10-397, 22-10-398
 Quotation No. 22-10-080
 Date: October 17, 2022

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 20, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of ICT and Office Supplies for the Research, Extension, Development and Innovation

ABC: ₱54,675.00 **QTY:** 95

Very truly yours,


ATTY. GLENN NINO M. SARTILLO
 BAC Chairperson

Canvassed by:


IRENE I. PADERA
 OIC Procurement Officer

BIDS & AWARDS COMMITTEE (BAC)
 Romblon State University
 Odiongan, Romblon

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
unit	Printer: Print, Scan, Copy with automatic document feeder: - Auto-Duplex Printing; - Printer Language: ESC/P-R - Nozzle Config.: 400 nozzles (Black), 128 nozzles (Cyan, Magenta, Yellow); - Internet and Wifi direct;	1		

 Printed Name / Signature



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	<ul style="list-style-type: none"> - Print document size: ISO 24734, A4 Simplex (Black/color) up to 15 ipm/8.0 ipm; - Print Quality: 4800x1200 dpi; - Print Speed: up to 33ppm; - Copy Resolution: 600 x 1200 dpi; - Dimension (WxDxH): 375x347x231mm - Weight: 6.7kg 			
pc	Printer Ink: Epson, Black 70ml	3		
pc	Printer Ink: Epson, Cyan 70ml	3		
pc	Printer Ink: Epson, Magenta 70ml	3		
pc	Printer Ink: Epson, Yellow 70ml	3		
ream	Bond Paper, 8.5" x 13", Legal Size, Ultra White, 70gsm	30		
pc	Columnar Book, 3 Columns, 300pp, 277mm x 4mm x 211mm	3		
box	Ballpen, 0.7mm, Ballpoint, Black (12Pcs.)	1		
box	Ballpen, 0.7mm, Ballpoint, Blue (12Pcs.)	1		
box	Sign Pen, Hi-tech Point V5, Blue (12Pcs.)	1		
roll	Scotch Tape, Transparent, 48mm (2 inches) width	5		
box	Correction Tape (24 pcs)	1		
pc	Heavy Duty Storage Box , 100 L (67x50x40cm), Black	5		
pc	Heavy Duty Gun Tacker, Yellow coated paint for high visibility, Staple wire fit: 4mm-8mm 5/32"-5/16"	4		
box	Staple Wire No. 43028 (8mm), Narrow Crown, 1000pcs/box	13		
pc	Certificate Holder A4 (8.27" x 11.69")	10		
pc	Documentary Metal Desk Tray, 3 Layers, Legal Size	2		
pc	Bond Paper, 8.27" x 11.69", A4, Ultra White, 70gsm	5		
pc	Puncher, heavy duty, with two guides	1		
TOTAL	QTY	95		

Total _____

Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

Tel. No. / Cellphone No.: _____

E-mail Address: _____

Date: _____



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Terms & Conditions:

1. All entries must be type-written/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 (3) 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:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated

Printed Name / Signature