



PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
Shopping 52.1b

P.R. No. **23-01-026**
Quotation No. **23-03-007**
Date: **March 10, 2023**

Company Name: _____

Address: _____

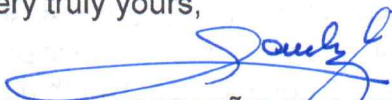
Sir/Madam:

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 **March 13, 2023 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Transcript of Records for the Office of the University Registrar of Romblon State University

ABC: Php250,000.00 **Qty:** 10,000

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Canvassed by:


IRENE FADERA
Head, Procurement Management Office

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

Sir/Madam:

Unit	Description	Qty	Unit Cost	Total Value
page	Transcript of Records	10,000		
	Total Qty	10,000		

Total _____

Printed Name / Signature



PROCUREMENT MANAGEMENT OFFICE

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: _____

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 Certificate
3. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated

Printed Name / Signature