



ROMBLON STATE UNIVERSITY
PROCUREMENT MANAGEMENT OFFICE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
 Email: procurement@rsu.edu.ph
 Website: rsu.edu.ph



Management System
 ISO 9001:2015
 www.tuv.com
 ID: 900018803



REQUEST FOR QUOTATION
Shopping 52.1b

P.R. No. **24-03-049**
 Quotation No. **24-03-010**
 Date: **March 14, 2024**

Company Name: _____

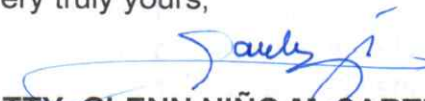
Address: _____

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 19, 2024 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Supply and Delivery of Toner for Budget Office of Romblon State University
ABC: PhP86,408.40 **Qty:** 14

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
 BAC Chairperson

Canvassed by:


IRENE I. FADERA
 Head, Procurement Management Office

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

Sir/Madam:

Unit	Description	Qty	Unit Cost	Total Value
tube	Toner – HP Laserjet 202A Magenta (Color Laser Jet Pro MFP M281 fdw)	3		
tube	Toner – HP Laserjet 202A Cyan (Color Laser Jet Pro MFP M281 fdw)	3		
tube	Toner – HP Laserjet 202A Yellow (Color Laser Jet Pro MFP M281 fdw)	3		
tube	Toner – HP Laserjet 202A Black (Color Laser Jet Pro MFP M281 fdw)	5		
	Total Qty	14		

Total _____

 Printed Name / Signature



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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

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS:

The Eligibility Envelope shall contain the following

1. Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. Professional License/Curriculum Vitae (Consulting Services), if applicable
4. PCAB License (Infrastructure), if applicable
5. Income/Business Tax Return (for ABCs above 500k)
6. Omnibus Sworn Statement (for ABCs above 50k)

Note: Submitted documents must be properly authenticated

 Printed Name / Signature