



**ROMBLON STATE UNIVERSITY**  
**PROCUREMENT MANAGEMENT OFFICE**

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505  
 Email: [procurement@rsu.edu.ph](mailto:procurement@rsu.edu.ph)  
 Website: [rsu.edu.ph](http://rsu.edu.ph)



Management System  
 ISO 9001:2015  
 www.tuv.com  
 ID 9000018803



**REQUEST FOR QUOTATION**  
**Small Value Procurement**

P.R. No. 24-03-060, 24-04-072, 24-04-083A

Quotation No. 24-05-011

Date: May 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 **May 17, 2024 at exactly 5:00** in the afternoon in the return envelope attached herewith.

**Project:** Supply and Installation of Sliding Door and Window for the Different Units of Romblon State University

**ABC:** PhP83,600.00     **Qty:** 5

Very truly yours,

  
**ATTY. GLENN NIÑO M. SARTILLO**  
 BAC Chairperson

Canvassed by:

  
**IRENE J. FADERA**  
 Head, Procurement Management Office

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

Sir/Madam:

| Unit | Description  | Qty | Unit Cost | Total Value |
|------|--|-----|-----------|-------------|
| lot  | <b>Sliding Door size: 210cm x 200cm</b><br>Supply of Materials needed for Installation of Sliding Door | 1   |           |             |
| lot  | <b>Sliding Door size: 200cm x 210cm</b><br>Supply of Materials needed for Installation of Sliding Door | 1   |           |             |
| lot  | <b>Swing Door size: 230cm x 180cm</b><br>Supply of Materials needed for Installation of Swing Door     | 1   |           |             |
| lot  | <b>Swing Door size: 90cm x 210cm</b><br>Supply of Materials needed for Installation of Swing Door      | 1   |           |             |

Printed Name / Signature



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|     |   |          |  |  |
|-----|---|----------|--|--|
| lot | <b>Supply of Glass and Other Accessories with Installation</b><br>Window size: 57cm x 260cm | 1        |  |  |
|     | <b>Total Qty</b>  | <b>5</b> |  |  |

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: \_\_\_\_\_

**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 and Property Management 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. Omnibus Sworn Statement (for ABCs above 50k)

Note: Submitted documents must be properly authenticated

\_\_\_\_\_  
 Printed Name / Signature