



<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Procurement Division</b>  <b>Request for Quotation (RFQ)</b> <b>(Goods and Services)</b>	Document Code		PD-FRM-002
	Revision No.	4	Page 1 of 3
	Effectivity Date	January 8, 2021	

**REQUEST FOR QUOTATION (RFQ)**

Date: July 15, 2021


PR No. 2021-09-129 (07808103)

Sir/Madam:


Please quote your lowest price on the item/s listed below, and submit your quotation duly signed by you or your duly authorized representative not later than **3 days** subject to the Terms and Conditions provided at the last page of this RFQ.

Delivery period must be at least within 30 days upon receipt of the Notice to Proceed or Purchase Order.

For any clarification, you may email us at [bac@mmsu.edu.ph](mailto:bac@mmsu.edu.ph).

  
NATHANIEL R. ALIOUYOC  
 BAC Chair

ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
1	5	Ream	Bristol Board (Lightweight, 325 Sheets, 67 lb/147 gsm, 94 Brightness, 8.5" x 11"	₱ 750.00	
2	1	unit	Wireless Color Photo Printer with Scanner and Copier, Black, Medium	₱ 10,601.00	
3	4	unit	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	₱ 3,250.00	
4	5	pcs	Ring Binder, Plastic 32mm, 10 pieces per bundle	₱ 320.00	
5	10	roll	Tape, Masking 24mm, 5 meter length	₱ 30.00	
6	10	roll	Tape, Transparent 24mm, 50 meter length	₱ 18.50	
7	2	box	Scissors, Taotree 8" Multipurpose Scissor Bulk Pack of 5, Stainless Steel Sharp Scissors for Office Home General Use, High/Middle School Classroom Class Teacher	₱ 480.00	

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			Student Older Kids Scissors Supplies		
8	5	box	Utility Knife Blades Dispenser SK5 Steel 100-pack	₱	495.00
9	1	sheets	Acetate Transparency Film, For Arts And Craft Projects and Classrooms, Not for Printers, 8.5" x 11", 10 Sheets	₱	1,500.00
10	4	count	Permanent Markers, Black, 4-Count	₱	456.00
11	2	unit	18 Deep 2-Drawer File Cabinet, Black (18 x 14.25 x 24.5 inches)	₱	5,003.00
12	3	pcs	Stapler, Half Strip Desktop Stapler, 40 Sheet Capacity, Low Force, Compact Size, Office, Desk, Optima 40, Orange/Silver/Black, 1 Count	₱	750.00
13	5	box	Staples, S.F. 4, Premium, 1/4 Inches Length, 210/Strip, 5000/Box, 1 Pack	₱	250.00
14	5	pcs	Basics Expanding Organizer File Folder, Legal Size - Black	₱	500.00

**TOTAL ESTIMATED BUDGET: P 52,201.00**

**REMARKS/NOTE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

After having carefully read and accepted your Terms and Conditions, I/we submit our quotation/s on the item/s at prices indicated above.

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Printed Name of the Owner: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 address  
 PhilGEPS Registration Number: \_\_\_\_\_  
 Business Permit: \_\_\_\_\_  
 Omnibus Sworn Statement: \_\_\_\_\_  
 Annual Income Tax Return: \_\_\_\_\_

\_\_\_\_\_  
 Signature over Printed Name


\_\_\_\_\_  
 Tel. No./Cellphone No./e-mail

\_\_\_\_\_  
 Date

Canvassed by: \_\_\_\_\_

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**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all of the items.
3. Bidders shall submit a copy of the following documents along with the Quotation:
  - a. Mayor's/Business Permit
  - b. Notarized Omnibus Sworn Statement (if ABC is more than P 50,000.00)
  - c. Income/Business Tax Return (if ABC is more than P 500,000.00)
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.