



MARIANO MARCOS STATE UNIVERSITY
Procurement Division

Document Code

PD-FRM-002

Request for Quotation (RFQ)
(Goods and Services)

Revision No.

4

Page 2 of 3

Effectivity Date

January 8, 2021

REQUEST FOR QUOTATION (RFQ)

Date: 9/6/21

PR No. 2021-09-241 (0520644)

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.


NATHANIEL R. ALIBUYOG

BAC Chair

ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
	9,000	Copies	IEC Materials Production (camera-ready), 9 titles, 1,000 copies/title, 3-sheets, back-to-back, C2S, glossy, full color, medium-sized	18.88	

TOTAL ESTIMATED BUDGET: ₱170,000.00

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: _____
 PhilGEPS Registration Number: _____
 Business Permit: _____
 Omnibus Sworn Statement: _____
 Annual Income Tax Return: _____


Signature over Printed Name

Tel. No./Cellphone No./e-mail address

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.