	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Procurement Division</b>	Document Code	PD-FRM-002	
	<b>Request for Quotation (RFQ)</b> <b>(Goods and Services)</b>	Revision No.	4	Page 1 of 2
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**REQUEST FOR QUOTATION (RFQ)**

Date: Oct - 06, 2021  
PR No. 2021-10-174 (07308603)

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
<del>1</del>	<del>10</del>	<del>ream</del>	<del>B-board, A4, White</del>	<del>897.74</del>	
<del>2</del>	<del>10</del>	<del>ream</del>	<del>B-board, Long, White</del>	<del>858.70</del>	
3	50	ream	PAPER, MULTICOPY, 80gsm, size: A4 size	230.00	
4	50	ream	PAPER, MULTICOPY, 80gsm, size: legal size	250.00	
5	50	ream	PAPER, Multi-Purpose (COPY) A4 size, 70gsm	190.00	
6	50	ream	PAPER, Multi-Purpose(COPY)legal size, 70gsm	200.00	
7	50	piece	SIGN PEN, black	40.00	
8	50	piece	SIGN PEN, blue	40.00	
9	50	piece	BALLPEN, black	10.00	
10	50	piece	BALLPEN, blue	10.00	
11	12	bottle	Epson Ink 664, Black	295.00	
12	12	bottle	Epson Ink 003, Black	300.00	
13	18	bottle	Brother Ink DCP-T710W, Black BTD60	450.00	
14	6	bottle	Brother Ink DCP-T710W, Cyan BT5000C	350.00	
15	6	bottle	Brother Ink DCP-T710W, Magenta BT5000M	350.00	
16	6	bottle	Brother Ink DCP-T710W, Yellow BT5000Y	350.00	

**TOTAL ESTIMATED BUDGET: Php 70,040.00**

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

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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: _____	Signature over Printed Name
Printed Name of the Owner _____	_____
TIN _____	Tel. No. /Cellphone No. /e-mail address
PhilGEPS Registration Number: _____	_____
Business Permit: _____	Date
Omnibus Sworn Statement: _____	
Annual Income Tax Return: _____	

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

**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.