

	<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
		Effectivity Date	January 8, 2021	

**REQUEST FOR QUOTATION (RFQ)**

Date: 10/4/2021  
PR No. 2021-10-270 (05206441)

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	TOTAL PRICE
1	2	unit	Laptop Computer 15.6-in FullHD (1920x1080) IPS Display   Intel Core i5-1115G4 (up to 4.2 GHz)   8GB DDR4 RAM   512GB M.2 PCIe NVMe SSD   NVIDIA GeForce MX330 2GB GDDR5 Graphics   3x USB Type-A   1 x RJ45   1 x Headset   1 x USB Type-C   1 x HDMI   Windows 10 Home   Licensed MS Office	54,000.00	
2	1	unit	Printer All-in-One Printer, Scanner, Copier Continuous Ink Tank System with additional 5 set of ink	15,000.00	

**TOTAL ESTIMATED BUDGET: 123,000.00**

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

\_\_\_\_\_  
 Signature over Printed Name  
 \_\_\_\_\_  
 Tel. No./Cellphone No./e-mail address  
 \_\_\_\_\_  
 Date

*Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.*



<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Procurement Division</b>	Document Code		PD-FRM-002
	Revision No.		4
<b>Request for Quotation (RFQ)</b> <b>(Goods and Services)</b>	Effectivity Date		January 8, 2021
	Page 2 of 2		

**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.

*Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.*