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

REQUEST FOR QUOTATION (RFQ)

Date: 8/6/2021
 PR No. 2021- 68 - 137 (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 **20 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
1	20	ream	Bond Paper (letter size) 80gsm	350.00	
2	20	ream	Bond Paper (A4 size) 80gsm	350.00	
3	20	ream	Bond Paper (legal size) 80gsm	400.00	
4					
5	20	piece	Permanent Marker (Black)	50.00	
6	20	piece	Permanent Marker (Blue)	50.00	
7	10	piece	Masking Tape, 2 inches	120.00	
8	10	piece	Masking Tape, 1 inch	100.00	
9	10	piece	Packaging Tape, 48mm x 50meters	70.00	

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(Goods and Services)

Revision No.

4

Page 2 of 3

Effectivity Date

January 8, 2021

10	10	piece	Binding Tape, 2 inches	350.00	
11					
12	10	box	Staple Wire, 23/8 (8mm length)	100.00	
13	20	piece	Expanding Folder, long	50.00	
14	1	unit	Laminating Machine	14,000.00	
15	2	roll	Laminating Film	2,000.00	

TOTAL ESTIMATED BUDGET: 50,400.00

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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	Request for Quotation (RFQ) (Goods and Services)	Revision No.	4	Page 3 of 3
		Effectivity Date	January 8, 2021	

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.