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

REQUEST FOR QUOTATION (RFQ)


Date: Nov. 11, 2021
PR No. 021-11-111 (06267572)

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 25 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 NO.	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
1	1	set	Laptop i7, Processor Intel Core i7 7 th generation RAM 8GB DDR4, OOD 1 TB, DVD-multivideo 2GB dedicated monitor 15.6 HD LED touchscreen OS Windows 10 64-bit with accessories as packaged with Microsoft Office Home and Student 2019	55,000.00	

TOTAL ESTIMATED BUDGET: 55,000.00

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


Signature over Printed Name

Tel. No./Cellphone No./email address

Date

Canvassed by: _____

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		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. Mayors/Business Permit.
 - b. Notarized Omnibus Sworn Statement (If ABC is more than 50,000.00)
 - c. Income/Business Tax Return (if ABC is more than 50,000.00)
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.