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

REQUEST FOR QUOTATION (RFQ)

Date: Sept. 30, 2021
PR No. 2021-09-172 (07308403)

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. ALBUYOG
BAC Chair

ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
1.	8	pcs	Free Standing Table with wire management, metal legs, white, with heavy duty roller caster wheel, 150Wx60Dx74H cm	6,500.00	
2.	6	bxs	Free standing table, with wire management/ communication ports, metal legs, rubberized footing, 150Wx60Dx74H cm	6,500.00	
3.	10	pcs	Midback Executive Chair with armrest, leatherette upholstered	4,000.00	
4.	5	pcs	Bean bag chairs	2,800.00	
5.	5	pcs	Single sofa chair with adjustable tablet arm, heavy duty roller caster wheel	15,000.00	

TOTAL ESTIMATED BUDGET: Php 220,000.00

REMARKS/NOTE: _____

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

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

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: _____	

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



MARIANO MARCOS STATE UNIVERSITY
Procurement Division

Document Code

PD-FRM-002

Request for Quotation (RFQ)
(Goods and Services)

Revision No.

4

Page 3 of 4

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.

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



Item # 1





Item # 3



Item # 2





Item # 5



Item # 4

