

MARIANO MARCOS STATE UNIVERSITY Procurement Division	Document Code	PD-FRM-002	
Paguage for Quatrician (REQ)	Revision No.	4	Page 1 of 2
Request for Quotation (RFQ) (Goods and Services)	Effectivity Date	January 8, 2021	

REQUEST FOR QUOTATION (RFQ)

Date: 12/7/2021

PR No. 2021-12-226(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.

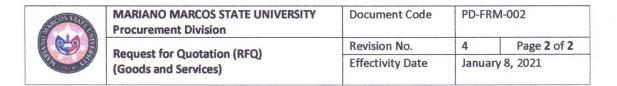
Delivery period must be at least within _____ days upon receipt of the Notice to Proceed or Purchase Order.

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
	10	box	Paper, Multicopy, 80gsm, 8x11	900.00	
	15	box	Paper, Multicopy, legal, 80gsm, 8x14	1,100.00	
	25	box	Paper, Multicopy, 80gsm, A4	1,200.00	

TOTAL ESTIMATED BUDGET: 55,500.00					
REMARKS/NOTE:					
After having carefully read and acc quotation/s on the item/s at prices indicat	cepted your Terms and Conditions, I/we submit outed above.				
Business Name:					
Business Address:					
Printed Name of the Owner:					
TIN:	Tel. No./Cellphone No./e-mail address				
PhilGEPS Registration Number:					
Business Permit:					
Omnibus Sworn Statement:					



Annual Income Tax Returi	1:		
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.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.