

	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: March 30, 2022

PR No.: 2022-03-067 (05206441) *68M-USE*

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	UNIT PRICE
OSD-112-009	15	piece	COMPUTER/OFFICE CHAIR, Heavy duty, swivel type, adjustable height, with adjustable armrest, thick cushions	4,600.00	
OSD-112-010	2	piece	CUTTER, paper cutter, wooden base, A3	1,270.00	
OSD-112-098	100	piece	FOLDER, Expanded, A4, white	12.00	
OSD-112-257	15	piece	KEYBOARD, USB wired	350.00	
OSD-112-289	10	box	PAPER CLIP, metal, length: 48mm min	30.00	
OSD-112-122	4	jar	PASTE SOLID, 200grams	60.00	
OSD-112-250	10	pack	PHOTO PAPER, glossy, 10pcs/pack	150.00	
OSD-112-212	10	box	PUSH PIN, hammer head type, 100pcs/box	27.50	
OSD-112-141	40	piece	RING BINDER, 1.5 inch, plastic	60.00	
OSD-112-222	40	piece	RING BINDER, 22mmx1.2m	26.40	
OSD-112-218	40	piece	RING BINDER, 14mmx1.2m	13.20	

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 3

Effectivity Date

January 8, 2021

ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
OSD-112-272	40	pack	STICKER PAPER, matte, 8.5x13, 10pcs/pck	60.00	
OSD-112-365	1	unit	STORAGE CABINET, Steel storage cupboard filing cabinet, 2 door with 4 adjustable shelves.	11,500.00	
OSD-112-237	70	roll	TAPE, Double-sided, White, 1"	30.80	
OSD-112-185	10	roll	TAPE, binding, 12mm, 10m, black	104.50	
OSD-112-042	20	piece	TYPE WRITER RIBBON, twin spool (black)	300.00	
PPS-181-061	66	bottle	INK, EPSON 003, Magenta, w/ EPSON GENUINE seal	330.00	
PPS-181-062	66	bottle	INK, EPSON 003, Cyan, w/ EPSON GENUINE seal	330.00	
PPS-181-063	66	bottle	INK, EPSON 003, Yellow, w/ EPSON GENUINE seal	330.00	
PPS-181-064	137	bottle	INK, EPSON 003, Black, w/ EPSON GENUINE seal	330.00	
PPS-181-025	20	bottle	INK BROTHER, BT D60BK, Black	400.00	
PPS-181-026	20	bottle	INK BROTHER, BT 5000Y Yellow	400.00	
PPS-181-027	20	bottle	INK BROTHER, BT 5000M, Magenta	400.00	
PPS-181-028	20	bottle	INK BROTHER, BT 5000C, Cyan	400.00	

TOTAL ESTIMATED BUDGET: 249,940.00

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: _____

 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.