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

REQUEST FOR QUOTATION (RFQ)

RECANVASS

Date: 3/22/2022

PR No. 2022-01-045 (01101101)

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 **10 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-112-061	1	dozen	BALLPEN, ink refill	840.00	
OSD-112-079	3	piece	CANVASSER BAG, black	1,500.00	
OSD-112-361	1981	unit	HARD DOCUMENT ENVELOPE, Weight: 40 g (0.09 lbs) Dimension: 228.6 mm x 304.8 mm (9 x 12 inches) Color: Brown	25.00	
OSD-112-351	700	piece	KRAFT DOCUMENT ENVELOPE HARD, 7 x 11 inches	11.00	
OSD-112-089	108	piece	KROMEKOTE, size 26" x 40", 180 lbs.	28.75	
OSD-112-046	100	piece	KROMEKOTE, 11" x 17"	25.00	
OSD-112-364	3	piece	PHOTO ALBUM, 4R 6 inch album 200/300 sheets pocket type	1,500.00	

TOTAL ESTIMATED BUDGET: 72,670.00

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.

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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: _____

- 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.