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REQUEST FOR QUOTATION (RFQ)

Date: March 23, 2022

PR No.: 2022-03-042 (06207512)- Bindery

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 **20** 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. ARBULOG
BAC Chair


ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
	1	bottle	Maintenance Box, EPSON, WF-C869r	5,500.00	
	10	roll	Celluloid, Clear, 4 ft., X 50 mtrs., gauge no. 26	720.00	
	600	piece	Chipboard, no. 20	70.00	
	100	piece	Chipboard, no. 50	60.00	
	599	piece	Chipboard, no. 30	70.00	
	3	kilo	Glue, Hot Melt	3,000.00	
	25	roll	Gold Foil, for bookbinding, 3"	600.00	
	5	ream	Plastic Cover, Acetate, A4	450.00	
	5	ream	Plastic cover, Acetate, long	650.00	
	25	roll	Ribbon, Yellow, with metallic 1/4" x 50 yards	95.00	
	15	roll	TAPE, Binding, 48mm, 25m green	190.00	
	5	roll	TAPE, Binding, 36mm, 10m, green	85.00	
	1000	piece	US Cartolina, 22 1/2" X 28 1/2"	15.00	
	500	piece	US Dark Transfer Paper, A4	45.00	
	500	piece	US Light Transfer Paper, A4	40.00	
	1500	piece	Vellum cartolina, no. 120 X 22 1/2" X 28 1/2"	30.00	
	10	kilo	Water based screen printing ink, Athletic white	350.00	
	5	kilo	Water based screen printing ink, Athletic Red	380.00	

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	5	kilo	Water based screen printing ink, Athletic Green	380.00	
	5	kilo	Water based screen printing ink, Athletic Gold Yellow	390.00	
	2	roll	Book cloth, Navy Blue (Smooth Surface)	9,980.00	
	2	roll	Book cloth, Black (Smooth Surface)	9,980.00	
	10	roll	Book cloth, Morocco green (Smooth Surface)	9,980.00	
	2	roll	Book cloth, Red (Smooth Surface)	9,980.00	
	1	roll	Book cloth, Orange (Smooth Surface)	9,980.00	
	1	roll	Book cloth, Yellow (Smooth Surface)	9,980.00	
	2	roll	Book cloth, Royal Blue (Smooth Surface)	9,980.00	
	2	roll	Book cloth, Maroon (Smooth Surface)	9,980.00	
	2	ream	PAPER, Multicopy, 80gsm, size:210mmx297mm (A4 size)	255.84	
	5	ream	PAPER, Multicopy, 80gsm, size:216mmx330mm (Legal Size)	272.13	
	3	Cart	INK CART, EPSON C13T664100 (T6641), Black, w/ EPSON GENUINE seal	374.40	
	2	Cart	INK CART, EPSON C13T664200 (T6642), Cyan, w/ EPSON GENUINE seal	374.40	
	2	Cart	INK CART, EPSON C13T664300 (T6643), Magenta, w/ EPSON GENUINE seal	374.40	
	2	Cart	INK CART, EPSON C13T664400 (T6644), Yellow, w/ EPSON GENUINE seal	374.40	
	3	pack	Ink, Duplo Black, 600ml, G14	1,000.00	
	3	roll	Master Roll, Duplo, 200 cuts, DP-G325	5,000.00	
	3	tube	Pigment Ink, Black, for continuous printer	300.00	
	3	tube	Pigment Ink, Yellow, for continuous printer	300.00	
	3	tube	Pigment Ink, Magenta, for continuous printer	300.00	
	3	tube	Pigment Ink, Cyan, for continuous printer	300.00	
	1	Cart	INK CART, EPSON, 1637450-00, Black, large, for EPSON WF-C869r	23,000.00	
	1	Cart	INK CART, EPSON, 1637449-00, Yellow, large for EPSON WF-C869r	37,000.00	
	1	Cart	INK CART, EPSON, 1637448-00, Magenta, large for EPSON WF-C869r	37,000.00	
	1	Cart	INK CART, EPSON, 1637447-00, Cyan, large for EPSON WF-C869r	37,000.00	

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TOTAL ESTIMATED BUDGET: 629,931.93


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: _____	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: _____

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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.

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