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|  | MARIANO MARCOS STATE UNIVERSITY Procurement Division | Document Code | PD-FRM-002 | |
| | | Request for Quotation (RFQ) (Goods and Services) | Revision No. | 5 |
| | | | Effectivity Date | April 20, 2022 |

REQUEST FOR QUOTATION (RFQ)

Date: October 5, 2022


PR No. 2022-10-191 (07308603)- ATBI

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. ALIBUYOG
 BAC Chair

| ITEM | QTY | Unit | ITEM DESCRIPTION | ABC/unit | UNIT PRICE |
|------|-----|------|-------------------------------|----------|------------|
| 1 | 3 | Box | Ballpen Black, 12's | 70.00 | |
| 2 | 3 | Box | Ballpen Blue, 12's | 70.00 | |
| 3 | 3 | Box | Sign Pen (Black) 0.5 | 300.00 | |
| 4 | 2 | Box | Sign Pen (Blue) 0.5 | 300.00 | |
| 5 | 2 | Box | Sign Pen (Red) 0.5 | 300.00 | |
| 6 | 100 | Pcs | Brown Folder (Long) | 12.00 | |
| 7 | 50 | Pcs | Brown Folder (A4) | 10.00 | |
| 8 | 50 | Pcs | Green Expanding Folder (Long) | 20.00 | |
| 9 | 20 | Box | Bond Paper (A4) 80 gsm | 1,200.00 | |
| 10 | 10 | Box | Bond Paper (Legal) 80 gsm | 1,500.00 | |
| 11 | 3 | Pcs | Stapler, standard | 300.00 | |
| 12 | 3 | Pcs | Scissors, 8-9" | 300.00 | |
| 13 | 20 | Box | Paper Clip (33mm) | 20.00 | |
| 14 | 20 | Box | Paper Clip (50mm) | 27.00 | |

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| | | | | | |
|----|----|------|--------------------------|--------|--|
| 15 | 20 | Box | Binder Clip (1 1/4 inch) | 50.00 | |
| 16 | 20 | Box | Binder Clip (1 1/2 inch) | 50.00 | |
| 17 | 10 | Ream | Board Paper (A4) | 500.00 | |
| 18 | 5 | Ream | Board Paper (Short) | 500.00 | |
| 19 | 5 | Ream | Board Paper (Long) | 500.00 | |

TOTAL ESTIMATED BUDGET: 58,960.00

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: _____ | 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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