	MARIANO MARCOS STATE UNIVERSITY Procurement Division	Document Code	PD-FRM-002	
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REQUEST FOR QUOTATION (RFQ)

Date: 11/22/2022
PR No. 2022-11.230(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 45 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	unit	1	EXECUTIVE TABLE W/TOP GLASS (WOOD VENEER TOP 30 MM THICK; 25 MM THK FRONT PANEL AND LEGS; DIM: 200W X 80D X 75H CM)	34,167.00	
2	unit	1	TABLE- WOOD VENEER TOP 30 MM THICK; 25 MM THICK PANEL AND LEGS; DIM: 100W X 50D X 75H CM	19,167.00	
3	unit	1	MOBILE PEDESTAL- WOOD VENEER FINISH; WITH 3 DRAWERS WITH LOCK AND KEYS; PENCIL TRAY; WITH 5 CASTERS (STANDARD SIZE)	14,167.00	
4	unit	1	CABINET- WOOD VENEER FINISH; WITH 1 ADJUSTABLE SHELF; 1 DIVIDER; WITH SWING DOORS (DIMENSION: 200W X 40D X 75H CM)	29,167.00	
5	pc	1	HIGHBACK EXECUTIVE CHAIR WITH ARMREST AND GASLIFT HEIGHT ADJUSTMENT; TILT MECHANISM; BLACK LETHERETTE UPHOLSTERED	19,167.00	

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			BLACK STABASE WITH WHEEL CASTERS		
6	pc	2	MIDBACK VISITOR'S CHAIR WITH ARMREST; SLED BASE BLACK LEATHERETTE UPHOLSTERED	7,584.00	

TOTAL ESTIMATED BUDGET: 131,003.00

REMARKS/NOTE: PLEASE QUOTE ON A LOT BASIS

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: _____
 Annual Income Tax Return: _____

 Signature over Printed Name

 Tel. No./Cellphone No./e-mail address

 Date

Canvassed by: _____

- TERMS AND CONDITIONS:**
- Bidders shall provide correct and accurate information required in this form.
 - Bidders may quote for any or all of the items.
 - Bidders shall submit a copy of the following documents along with the Quotation:
 - PhilGEPS Registration Number
 - Mayor's Permit / Business Permit
 - Omnibus Sworn Statement (for ABC's above P 500,000.00)
 - Income/Business Tax Return (for ABC's above P 500,000.00)
 - Certificate of Public Conveyance (CPC) for vehicle rentals and truckings
 - 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.
 - 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.
 - The item/s shall be delivered according to the requirements specified in the Technical Specifications.
 - The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
 - 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.