	MARIANO MARCOS STATE UNIVERSITY Procurement Division	Document Code	PD-FRM-002	
	Request for Quotation (RFQ) (Goods and Services)	Revision No.	6	Page 1 of 2
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REQUEST FOR QUOTATION (RFQ)

Date: 12/20/2023


PR No. 2023-12-394 (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 **5 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
2	80	pc	EPSON 003, Black, w/ EPSON GENUINE seal	360.00	
3	80	pc	EPSON 003, Magenta, w/ EPSON GENUINE seal	360.00	
4	80	pc	EPSON 003, Cyan, w/ EPSON GENUINE seal	360.00	
5	80	pc	EPSON 003, Yellow, w/ EPSON GENUINE seal	360.00	
9	2	box	Copyprinter Ink, DX 2430	7,500.00	
11	10	cart	Toner for HP (CF256A) M436 (black)	1,668.00	

TOTAL ESTIMATED BUDGET: 146,880.00

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: _____

Annual Income Tax Return: _____


Canvassed by: _____

Signature over Printed Name

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

Date

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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. PhilGEPS Registration Number
 - b. Mayor's Permit / Business Permit
 - c. Omnibus Sworn Statement (for ABC's above P 50,000.00)
 - d. Income/Business Tax Return (for ABC's above P 500,000.00)
 - e. Certificate of Public Conveyance (CPC) for vehicle rentals and truckings
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.
11. MMSU reserves the right to reject and/or all quotations/bids, to annul the procurement process, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.