	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Procurement Division</b>	Document Code	PD-FRM-002	
	<b>Request for Quotation (RFQ)</b> <b>(Goods and Services)</b>	Revision No.	5	Page 1 of 2
		Effectivity Date	March 6, 2023	

## REQUEST FOR QUOTATION (RFQ)

Date: October 21, 2024

PR No. 2024-10-226 (07308603)-PCC

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 **15 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	lot	<b>Tarpaulins and event collaterals</b> 1 - Roof Banner tarpaulin with wooden frame, H: 37in x W: 233in 1 - Photobooth tarpaulin with wooden frame, H: 122in x W:130in 2- Three (3) Layer sintra board puzzle box, H: 20in x W:20in (per box) 15 - Fabric flaglet with frame, H:36in x W:24in, color: NCC palette 8 - Standee banners with eyelet, H:72in x W:36in 8 - X-Banner Stand, H:72in x W:36in 2 - Sintra board photobooth props, H:24in x W:8in 2 - Sintra board photobooth props, H:20in x W:20in 30 Welcome Leis, material: acrylic	100,000.00	
	1	lot	<b>Plaques</b> 3 Plaque (Glass), 12in, 7mm thick, 5mm clear acrylic, 10mm clear base 4 Plaque (Acrylic), 9in, 7mm thick, 10mm clear base	30,000.00	
	1	lot	<b>102 Participant's kit</b> Katsa bag with Print two sides, 16in (H)x 14in(W) ID with Lanyard and Notebook T-shirt with print front and back, drifit, navy blue, Logo size H: 2in,W:7in	51,000.00	

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**TOTAL ESTIMATED BUDGET: PHP 181,000.00**

**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

**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.