



MARIANO MARCOS STATE UNIVERSITY Procurement Service	Document Code	PS-FRM-002	
	Request for Quotation (RFQ)	Revision No.	0 Page 1 of 2
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REQUEST FOR QUOTATION (RFQ)

Date: December 9, 2019


PR No: 2019-12-212 (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 20 calendar days upon receipt of the Notice to Proceed or Purchase Order.

For any clarification, you may contact us at telephone no. (02) 600-0461 or email address at mmsuprocurementservicesoffice@gmail.com.


AMI RUTH R. COCSON
BAC Chair

ITEM NO.	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
13	1	cartridge	CARTRIDGE, Black, for HP Laser Jet 1006	2,500.00	
14	80	pieces	CORRECTION TAPE, 6 meters (min), 1 piece in individual case	60.00	
15	14	boxes	BALLPEN, black, 25pcs/box	200.00	
16	8	sets	INK, EPSON T664, BK CYM colors	1,400.00	
17	2	sets	INK, for EPSON L210, BK CYM colors	1,400.00	
18	66	reams	PAPER, MULTICOPY, 80gsm, size: Legal (8.5"x13")	300.00	
19	132	reams	PAPER, MULTICOPY, 80gsm, size: A4	360.00	
20	14	boxes	PENCIL, lead, w/ eraser, 12pcs/box	100.00	
21	18	pieces	SIGN PEN, black, 0.4 point, 12pcs/box	400.00	

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: _____
 Printed Name of the Owner _____
 TIN Number _____
 PhilGEPS Registration ID No.: _____

 Signature over Printed Name

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

 Date

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. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure), or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
9. 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.


 AMI RUTH R. COCSON

Signature over Printed Name

BAC Chair

Position/Designation

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