



MARIA THERESA UNIVERSITY
Procurement Service

Document Code

PS-FRM-002

Request for Quotation (RFQ)

Revision No.

0

Page 1 of 2

Effectivity Date

November 2019

REQUEST FOR QUOTATION (RFQ)

Date: 6/17/2020


PR No: 2020-06-093(07308103) - IAA RRD/EC

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 25 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 mmsupprocurementsoffice@gmail.com.


AMI RUTH R. COCSON
BAC Chair

ITEM NO.	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
1	1	unit	8GB Digital Voice Recorder Rechargeable, 650Hr Dictaphone Telephone Portable MP3 Player	2,500	
2	1	unit	One Unit Laptop/ A5515-52G-7661, Intel Core i7-8565U 1.8GHz with Turbo Boost up to 4.6GHz, NVIDIA GeForce MX130 with 2 GB VRAM, 4GB DDR4 Memory, 1000 GB HDD; w/ complete accessories, & program installation; w/ printer	55,000	

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: _____

Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.



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