



MARIANO MARCOS STATE UNIVERSITY
Procurement Division

Document Code

PD-FRM-002

Request for Quotation (RFQ)
(Goods and Services)

Revision No.

1

Page 1 of 2

Effectivity Date

June 16, 2020

334, 950

REQUEST FOR QUOTATION (RFQ)

Date: June 19, 2020

PR No. 2019-11-333(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 30 calendar days upon receipt of the Notice to Proceed or Purchase Order.

For any clarification, you may email us at bac@mmsu.edu.ph.

ARJ
AMI RUTH R. COCSON
BAC Chair

ITEM NO.	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
139	2	piece	White Board	2,750.00	
157	13	piece	Cork Board Bulletin Board Aluminum Frame 36" (L x 24"	1,650.00	
159	1	piece	Glass covered bulletin board analuk (brown) with full installation; L: 7 ft, W: 4ft, T: 4 inches, with cork board inside	11,000.00	
245	60	piece	Magnetic Aluminum Framed Dry Erase Board Whiteboard with Detachable Marker tray, wall mounted	4,950.00	

After having carefully read and accepted you Terms and Conditions, I/we submit our quotation/s on the item/s at prices indicated above.

Business Name: _____

TIN Number _____

PhilGEPS Registration Number: _____

Printed Name of the Owner _____

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