



**MARIANO MARCOS STATE UNIVERSITY**  
Procurement Division

Document Code

PD-FRM-002

**Request for Quotation (RFQ)**  
**(Goods and Services)**

Revision No.

2

Page 1 of 2

Effectivity Date

July 22, 2020

107, 135

**REQUEST FOR QUOTATION (RFQ)**

Date: 9/14/20  
PR No. 2020-09-182 (0520644)

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 email us at bac@mmsu.edu.ph.

  
**AMI RUTH R. COCSON**  
BAC Chair

ITEM NO.	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
45	8	pack	BATTERY, size AA, alkaline, 2 pieces per blister pack	20.00	
46	6	pack	BATTERY, size AAA, alkaline, 2 pieces per blister pack	20.00	
47	20	pc	Folder, plastic, blue, Legal	20.00	
48	11	roll	Binding Tape, 1" (black)	120.00	
49	30	ream	Paper mimeo, white, legal, 70 gsm	345.00	
50	1	box	Push pin, hammer head type, 100s/box	35.00	
51	12	cart	INK CART, EPSON L3110 (003), Black	550.00	
52	15	cart	INK CART, EPSON L3110 (003), Cyan	550.00	
53	15	cart	INK CART, EPSON L3110 (003), Magenta	550.00	
54	15	cart	INK CART, EPSON L3110 (003), Yellow	550.00	
60	10	cart	Toner Cartridge, 80A	6,200.00	
61	1	pc	Cork Board, 36" x 48"	1,400.00	

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: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Printed Name of the Owner \_\_\_\_\_  
TIN Number \_\_\_\_\_  
PhilGEPS Registration Number: \_\_\_\_\_  
Business Permit: \_\_\_\_\_  
Omnibus Sworn Statement: \_\_\_\_\_  
Annual Income Tax Return: \_\_\_\_\_

\_\_\_\_\_  
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