Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY
Bontoc Campus
Bontoc, Mountain Province

RFQ No.: 26-03-005BS
Issuance of RFQ:

REQUEST FOR QUOTATION

_____
_____
_____

SIR/MADAM:

Please quote your lowest price for the following items enumerated below, taking into consideration the following :

TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **PhP257,000.00**
2. Price Quotation should be inclusive of the 5% Final VAT and expanded withholding tax (EWT) of 1%.
3. Price Quotation shall be valid within thirty (30) calendar days from the deadline of submission of RFQ.
4. Delivery period is within ten (10) calendar days from receipt of Purchase Order.
5. If awarded the contract, processing and payment shall be made after complete delivery of services/supplies and final acc
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised
7. Place of delivery - Supply and Property Management Office, Bontoc Campus.
8. The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
40	pc	Clearbook, legal size		
20	pack	Battery, dry cell, size AA		
1	unit	Mop Bucket		
20	pack	Trash Bag, XXL size		
2	unit	Digital Voice Recorder		
10	pc	Data File Box		
1	box	Envelope, Documentary, legal		
2	box	Envelope, Ecpanding, Kraft		
500	pcs	Folder, Morocco with Slide, Legal		
2	pack	Folder, L-type, legal (12pcs/pack)		
1	box	Folder, pressboard, 100pcs/box		
8	pack	Folder with tab, Legal		
405	ream	Paper, Multicopy, Legal		
1	unit	Paper Cutter B3 Stack Paper Trimmer, Heavy Duty Metal		
		Base, 21" Cutting Length with Guard Rail Safety Blade		
		Lock, 10-Sheet Capacity, Paper Slicer Cutter		

Note: ***1. Total bid should not exceed the Approved Budget for the Contract, otherwise, not interested.***
2. Please indicate the total amount of your bid.
3. The absence of a Landbank Account will deny you the opportunity to this bidding.

All qualified suppliers are invited to pick up Request for Quotation papers on _____, 2025 at the BAC Secretariat
Please submit in person or authorized representative your quotation with the following requirements:
1. Mayor's Permit/Business Permit
2. PhilGEPS registration Certificate
All sealed quotations must be submitted on or before_____ 2025 at 5:00 PM at the BAC Secretariat Office.
Mountain Province State University reserves the right to accept or reject any or all quotations and impose additional

_____
Date

EDGAR G. CUE
University President

I have read and understood the Terms & Conditions stated above.
By signing this quote, I hereby agree and bind myself to the Terms & Conditions.

Signature: _____
Printed Name: _____
Business/Trade Name: _____
Landbank Account No: _____
Tax Identification Numb_____
Business Address: _____
Contact Number: _____

_____
Canvasser