



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

RFQ No.: 26-03-005TC
 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 **PhP373,778.00**
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 acceptance.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
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
4	bot	Printer ink for Epson L6490, 008 black		
4	bot	Printer ink for Epson L6490, 008 cyan		
4	bot	Printer ink for Epson L6490, 008 magenta		
4	bot	Printer ink for Epson L6490, 008 yellow		
2	pc	Staple, heavy duty, standard		
4	pc	Staple remover, twin jaws		
20	ream	Paper, multicopy, letter for laser printing		
4	ream	Paper, mimeo, Groundwood		
15	ream	Paper, multicopy A4 for laser printing 80gsm		
30	ream	Paper multicopy, Legal, for laser printing 80 gsm		
3	ream	Certificate paper assorted colors		
2	box	Signpen black		
2	box	Signpen red		
2	box	Signpen blue		
20	box	paper clips, assorted sizes		
2	set	3 in 1 inject refillable printer, WF-25, chipless, dye ink and act key		
2	set	100 inches Fiber Screen tripod projector screen		
2	set	EB-E12 XGA LCD Business projector		
2	pc	Coding pad for projector		
2	set	Wireless bluetooth speaker, with 2 wireless-microphones		

- 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 _____, 2026 at the Procurement Services Office, Bontoc Campus.
 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 _____ 2026 at 5:00 PM at the Procurement Services Office. Mountain Province State University reserves the right to accept or reject any or all quotations and impose additional

EDGAR G. CUE
 University President

Date _____

**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 Number: _____
 Business Address: _____
 Contact Number: _____

Canvasser