REQUEST FOR QUOTATION

PRINTING OF OFFICIAL REGISTRATION FORMS, TRANSCRIPT OF RECORDS AND CLASSCARDS

The MARINDUQUE STATE COLLEGE through its Bids and Awards Committee (per MSC-BAC Resolution No. 020 s. 2014), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project/s. Bid in excess of the ABC shall be automatically rejected at the bid opening.

Name of the Project: Printing of diplomas, ribbons and other materials for the 58th Commencement Exercises

ABC: P162,700.00
Location: MSC, Tanza, Boac, Marinduque
Source of Fund: Fund 1176

In view of this, may we request you to submit your proposed quotation. The following requirements, terms and conditions are for your compliance.

1. Completely filled out Request for Quotations Form/s – containing required technical specifications of the above items, bidder’s description and unit price.

2. Request for Quotation Forms may be secured from the MSC Supply Office upon payment to the MSC Cashier of a non-refundable amount of One Hundred (P100.00) Pesos. It may also be downloaded from the website of Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

3. Complete eligibility requirements as per RA 9184.

4. Prices must be VAT inclusive.

Eligibility documents and/or completely filled out RFQ forms may be submitted at the MSC Supply Office or at the at the Office of the BAC Chairman, 2nd Floor College Building, Marinduque State College, Tanza, Boac, Marinduque on or before February 11, 2014/9:00AM.

For inquiries/clarifications, please email us at msc_bac2011@yahoo.com or please call the BAC Secretariat at Telefax Nos. (042) 332-2863 or (042) 754-0241.

Approved by:

Engr. NELSON RUFINO M. MONTEJO
Chairman, Bids and Awards Committee
Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than February 11, 2014/9:00AM in a sealed envelope.

**ANNE GRACE L. ILEDAN**  
Procurement Officer

**Note:**  
1. All entries must be typewritten  
2. Delivery period within 5 (five) calendar days  
3. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment, from date of acceptance by the procuring entity  
4. Price validity shall be for a period of 30 (thirty) calendar days  
5. Bidders shall submit original brochures showing certifications of the product being offered.  
6. Payment terms = no COD  
7. The bid must be complete, bids not addressing or providing all of the required items shall be considered non-responsive and thus, automatically disqualified.  
8. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.  
9. Award shall be made using the pass/fail criteria.

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>ITEMS/END-USERS DESCRIPTION</th>
<th>BIDDER'S DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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<tbody>
<tr>
<td>12,500</td>
<td>Pcs</td>
<td>Official Registration Forms (ORF)</td>
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<td>Pads</td>
<td>Transcript of Records (TOR)</td>
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<td>Calsscards</td>
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**ABC =P162,700.00**

Brand and Model : ____________________________  
Delivery Period : ____________________________  
Warranty : ____________________________  
Price Validity : ____________________________  

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cellphone No. /E-mail address