Republic of the Philippines
Cebu Normal University
Osmeña Boulevard, Cebu City
Procurement Unit
Telephone No. (+63 32) 254-6813
Email: procurementunit@cnu.edu.ph
Website: www.cnu.edu.ph

REQUEST FOR QUOTATION

Canvass No.: 26-08-172

DEADLINE OF SUBMISSION: August 11, 2026, 9:00A.M

VICTORIA G. BONTILAO
Procurement Officer

Name of Supplier/Company :
Company Address :
Contact No/Tel./Fax#. :
Philgeps Registration No. :
BIR Tin No. :
DBP Bank Account (No Bank Charge) :
If none DBP Bank Account, Bank Charges May Apply :

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated herein.

Note:
1. Bidders shall provide correct and accurate information required in this form. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s must be denominated in Philippine Peso and shall include all taxes, duties, and/ or levies payable.
3. Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotations exceeding the Appoved Budget for Contract shall be rejected.

ITEM No.	ITEM & DESCRIPTION	QUANTITY	BIDDER'S STATEMENT OF COMPLIANCE	UNIT COST (VAT Inclusive)	Total Cost (VAT Inclusive)
1	**RISOGRAPH MACHINE**	1 UNIT			
	TYPE: TABLE TOP				
	PRINT SPEED: 60-130PPM 3 STEPS				
	SCANNING METHOD: AUTOMATIC DOCUMENT FEEDER				
	MASTER MAKING: THERMAL DIGITAL				
	MASTER MAKING SPEED: 23 SECONDS (A4, 100%)				
				TOTAL ABC	240,000.00

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

TERMS AND CONDITIONS:
1. Price quotation/s must be valid for a period of **sixty (60) calendar days** from the date of submission of quotation.
2. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure), or, highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
3. Any interlineations, erasues or overwriting shall be valid only if they are signed or iniated by you or any of your duly authorized representative/s.
4. The item/s shall be delivered accordingly to the requirements specified in the Technical Specifications.
5. CNU shall have the right to inspect and/or test the goods to confirm their confirmity to the Technical Specifications.
6. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
7. Delivery period is within _____ **Calendar Days**
8. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by th procuring entity.
11. Bidders shall submit **original** brochures showing certifications of the product.
12. This form shall be submitted either via email through bac@cnu.edu.ph including the required documents for supplier or may opt to send in an enclosed envelope and send to Ms. Victoria G. Bontilao, Head Procurement Unit at Cebu Normal University, Jones Avenue, Barangay San Atonio, Cebu City
13. Supplier must have sale/service invoice.
14. ***Liquidated damages (LD) equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribe delivery period shall be imposed per day of delay. CNU may rescind the contract once the cumulative amount of LD reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.***
15. ***Under Section 4.3 of GPPB Resolution No. 10-2026 the following documentary requirements below shall be submitted*** *during your submission of offer/quotation.*

	REQUIREMENTS	REMARKS
1	Mayor's/Business Permit	✓
2	PhilGEPS Registration Number	✓
3	Income or Business Tax Return ***for ABC exceeding 500K****	✓
4	Omnibus Sworn Statement ***for ABC's above 50K****	✓
5	Professional License or Curriculum Vitae ***for consulting services****	N/A
6	Net Financial Contracting Capacity (NFCC) or Committe Line of Credit (LoC) ***for Emergency Cases, Take Over Contracts, or Adjacent or Contiguous Mode of Procurement****	N/A
7	PCAB License ***for infrastructure****	N/A

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

_____
Printed Name / Signature of Supplier /Contractor