



Republic of the Philippines  
**CENTRAL MINDANAO UNIVERSITY**  
Musuan, Maramag, Bukidnon

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

|                          |                             |                                    |  |                 |
|--------------------------|-----------------------------|------------------------------------|--|-----------------|
| Name of Procuring Entry: | CENTRAL MINDANAO UNIVERSITY | Request for Quotation (P. R. No.): |  | RGMO (SVP)- 787 |
| Revised on:              |                             |                                    |  |                 |
| Standard Form / Title:   | REQUEST FOR QUOTATION       | Office/End-User:                   |  | R. VILLAR       |
| COMPANY NAME:            |                             |                                    |  |                 |
| ADDRESS:                 |                             |                                    |  |                 |
| TEL. NO./FAX NO.:        |                             | TIN:                               |  |                 |

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 02:00 p.m. of \_\_\_\_\_ in the return envelope attached, to the BAC Secretariat, CENTRAL MINDANAO UNIVERSITY, University Town, Musuan, Bukidnon.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 days** upon receipt of the approved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 97 of the IRR-RA 12009 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies and materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **Small Value Procurement (above 50,000.00):**
  1. Mayor's/ Business Permit
  2. Philgeps Registration
  3. Omnibus Sworn Statement
  4. Income/Business Tax Return
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **₱ 1,678,670.00**

**HERMIE P. PAVA**  
BAC Chairperson for  
Goods and Services

| ITEM NO. | ITEMS & DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | QUANTITY | UNIT  | ABC    | UNIT PRICE | TOTAL PRICE |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|--------|------------|-------------|
| 1        | <b>Diesel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 11,166   | Liter | 120.00 |            |             |
|          | Winning supplier shall install at the General Services one (1) unit tank for diesel and fuel with total capacity of 16,000 liters and one (1) unit fuel pump for free use of the end-user for the duration of the contract.                                                                                                                                                                                                                                                                    |          |       |        |            |             |
|          | • Other Requirements:<br>Supplier shall issue a Statement of Account and corresponding Charge Invoice to the quantity of fuel delivered based on the quantity requested. Computation of price per liter delivered shall be based on the actual pump price plus 10% to cover transaction cost of the company at the time of delivery to the university which will be use as basis for payment, until the total amount stipulated per contract are fully delivered, Inspected & Accepted by CMU. |          |       |        |            |             |
| 2        | <b>Gasoline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1,500    | Liter | 120.00 |            |             |
|          | Winning supplier shall install at the General Services one (1) unit tank for diesel and fuel with total capacity of 16,000 liters and one (1) unit fuel pump for free use of the end-user for the duration of the contract.                                                                                                                                                                                                                                                                    |          |       |        |            |             |
|          | • Other Requirements:<br>Supplier shall issue a Statement of Account and corresponding Charge Invoice to the quantity of fuel delivered based on the quantity requested. Computation of price per liter delivered shall be based on the actual                                                                                                                                                                                                                                                 |          |       |        |            |             |



|               |                                                                                                                                                                                                                                                 |    |          |          |  |  |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------|----------|--|--|
|               | pump price plus 10% to cover transaction cost of the company at the time of delivery to the university which will be use as basis for payment, until the total amount stipulated per contract are fully delivered, Inspected & Accepted by CMU. |    |          |          |  |  |
| 3             | 2T Oil                                                                                                                                                                                                                                          | 8  | Liter    | 250.00   |  |  |
| 4             | ATF Oil/ Oil 10, 18L/Pail                                                                                                                                                                                                                       | 8  | pail     | 5,000.00 |  |  |
| 5             | Brake Fluid                                                                                                                                                                                                                                     | 1  | Liter    | 400.00   |  |  |
| 6             | Diesel Engine Oil 30, 18L/Pail                                                                                                                                                                                                                  | 12 | pail     | 3,600.00 |  |  |
| 7             | Diesel Engine Oil 40, 18L/Pail                                                                                                                                                                                                                  | 2  | pail     | 3,800.00 |  |  |
| 8             | Gear Oil 140, 18L/Pail                                                                                                                                                                                                                          | 1  | pail     | 4,300.00 |  |  |
| 9             | Gear Oil 90, 18L/Pail                                                                                                                                                                                                                           | 10 | pail     | 3,720.00 |  |  |
| 10            | Grease MP3                                                                                                                                                                                                                                      | 1  | kilogram | 300.00   |  |  |
| 11            | Grease, 18L/Pail                                                                                                                                                                                                                                | 3  | pail     | 5,000.00 |  |  |
| 12            | Motorcycle Engine Oil, 30 Monograde                                                                                                                                                                                                             | 9  | Liter    | 350.00   |  |  |
| 13            | Synthetic Gasoline Engine Oil                                                                                                                                                                                                                   | 7  | Liter    | 800.00   |  |  |
| TOTAL AMOUNT: |                                                                                                                                                                                                                                                 |    |          |          |  |  |

**Note:** The awarding for this RFO will be on per-item basis.

For ORGM Machineries and Vehicles.

Brand and Model : \_\_\_\_\_

Warranty : \_\_\_\_\_

Delivery Period/Term : \_\_\_\_\_

Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by CMU Bids and Awards Committee.

**JOCELYN LOUIE C. CARDEÑO**  
Canvasser

Printed Name/ Signature/Date

Tel. No./ Mobile No./ E-mail Address