



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in

COMPANY NAME:	Quotation No. 23-05-240
CONTACT No.	Purchase Request No. G-2023-05-0349
Address:	Purpose: For BulSU e-Library Discussion room use
TIN No.	ABC: 10,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

INSTRUCTIONS TO SUPPLIERS:

1. Please **quote your lowest price** on the item/s listed below **comprising the necessary taxes**.
2. It is mandatory to **indicate the brand** and/**or model** of the items being offered and to **attach a brochure** thereof whenever applicable
3. Indicate the **warranty period** in cases of equipment or whenever applicable.
4. Forthwith submit the accomplished quotation **duly signed by your representative**.
5. Suppliers are required and mandated to attach and submit the following documentary requirements:
a) Valid Mayor's/ Business Permit; b) BIR Certificate of Registration; c) Authority to Print Receipt; and d) PhilGEPS Membership Certificate
6. All items must conform with the **internationally accepted standard** and **sub-standard items shall not be accepted**.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Executive Chair	1 piece			
	Specifications:				
	Head restraint width: 52cm				
	Cushion to headrest height: 76cm				
	Total width: 65cm				
	Handrail width: 5cm				
	Handrail to ground: 70cm				
	Seat height: 48-54cm				
	Seat width: 52cm				
	Cushion thickness: 19cm				
	Back height: 88cm				
	Seat depth: 51cm				
	Seat length: 67cm				
	Total height: 117-122cm				
	- Upgraded version leather office chair with footrest				
	360° tilt rotation function/ 90°-135° large angle tilt				
	- Maximum load: 150kg				
	- Five star chrome base				
	- The Armrests can be adjusted according to the inclination of the rear seat.				
	- PU Leather, good quality and strong				
	- Easy to move wheels, with pedals, 360° rotation, no dead ends				
	- Can lie down comfortably				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

By the authority of the University President.

DR. DOLLY P. MAROMA

BAC Chairman

Canvassed by:

Name and Signature