

## REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

**\*\*Mandatory to fill in\*\***

COMPANY NAME:	Quotation No. 23-09-615
CONTACT No.	Purchase Request No. G-2023-09-0909
Address:	Purpose: GADC Information and Education Campaign (IEC) Materials
TIN No.	ABC: 90,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ <b>Calendar Days</b> <b>upon receipt of Purchase Order</b>
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;   d) PhilGEPS Membership Certificate   and   e) Omnibus Sworn Statement**
6. All items must conform with the **internationally accepted standard** and **sub-standard items shall not be accepted.**

Pls. fill up this blank space

[illegible]

**Accomplished by:**

By the authority of the University President.

**Supplier's Representative**  
(Print name and Signature)

DR. CECILIA A. GIRONIMO  
BAC Chairperson

Date Accomplished : \_\_\_\_\_

Canvassed by:

Name and Signature