



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:

Quotation No. 23-09-626

CONTACT No.

Purchase Request No. G-2023-09-0892

Address:

Purpose: for office use (Central Records Office)

TIN No.

ABC: 46,000.00

PhilGEPS Registration No.

Please indicate days of delivery: _____ Calendar Days upon

EMAIL ADDRESS:

receipt of Purchase Order

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.**

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. GERONIMO
BAC Chairperson

Date Accomplished : _____

Canvassed by:

Name and Signature