

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

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

COMPANY NAME:		Quotation No. 24-01-0012
CONTACT No.		Purchase Request No. G-2024-01-0006
Address:		Purpose: for University Wide
		ABC: 198,000.00
TIN No.		Delivery fees if any:
PhilGEPS Registration No.		Please indicate days of delivery: _____ Calendar Days
EMAIL ADDRESS:		upon receipt of Purchase Order

**INSTRUCTIONS TO SUPPLIERS:**

1. Please **quote your lowest price** on the item/s listed below **comprising the necessary fees including delivery and taxes such as VAT**
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;*  
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. RAFAEL D. DAYAO  
BAC Chairperson

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

Canvassed by:

Name and Signature