

## Republic of the Philippines BULACAN STATE UNIVERSITY City of Malolos, Bulacan

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

**Mandatory to fill in**	
COMPANY NAME:	Quotation No. 20-243-10
ADDRESS:	Purchase Request No. F-2020-04-0103
CONTACT No.	Purpose: For office use
TIN No.	ABC: 70,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of
EMAIL ADDRESS:	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:
- b) BIR Certificate of Registration; c) Authority to Print Receipt; a) Valid Mayor's/Business Permit; d) DTI/SEC e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects. Registration;
- 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	STEEL FILING CABINET - 4 DRAWERS VERTICAL	5 units				
	Specifications:					
	- All steel, 4-layer filing cabinet with Lock					
	- Each drawer is equipped with sliding					
	type file divider, steel roller bearings					
	gliding smoothly on a detachable steel					
	railing with Aluminum card holder					
	- All drawers are controlled by a					
	centralized lock					
	- All drawers have separate control ladder					
	- All drawers with Hawaiian handle					
	- Color: Gray, painted in plane powdered					
	coated					
	- Gauge #18 (heavy duty)					
	- Dimension: 52" H x 18 1/2" W x 28" D					
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Accomplis	shed by:		By the authority of the Uni	versity President.		
	Supplier's Representative	<del></del>	Assoc Prof	7//		
(Print name and Signature)			Assoc. Prof. JOSEPH ROY F. CELESTINO  BAC Chairman			
	(i interialité dité Signature)			Di le chamman		
Date Acco	mplished :		Canvassed by:			
			N I.C			
BulSU-OF Revision:			r	Name and Signature	:	