



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 20-245-10
ADDRESS:	Purchase Request No. G-2020-10-0444
CONTACT No.	Purpose: For office use
TIN No.	ABC: 18,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

INSTRUCTIONS TO SUPPLIERS:

- Please quote your lowest price on the item/s listed below comprising the necessary taxes.
- It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable.
- Indicate the warranty period in cases of equipment or whenever applicable.
- Forthwith submit the accomplished quotation duly signed by your representative.
- 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) DTI/SEC Registration; e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects.
- 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	OFFICE TABLE W/ TOP GLASS	2 pcs			
	SPECIFICATIONS:				
	Size: 54"x30"				
	Type: Malaysian Wood				
	2 Drawers (left side)				
	2 drawers (right side)				
	1 drawer (center)				

Accomplished by: _____

Supplier's Representative
 (Print name and Signature)

By the authority of the University President.

 Assoc. Prof. JOSEPH ROY F. CELESTINO
 BAC Chairman

Date Accomplished : _____

Canvassed by:

 Name and Signature