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

REOUEST FOR OUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in	
COMPANY NAME:	**Quotation No. 20-254-10**
ADDRESS:	**Purchase Request No. F-2020-10-0151**
CONTACT No.	**Purpose: For office use**
TIN No.	**ABC: 40,000.00**
PhilGEPS Registration No.	**Delivery Period: 7 Calendar Days upon receipt of Purchase Order**
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) DTI/SEC Registration; e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects.
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	HP CF230A 30A BLACK TONER CARTRIDGE	10 pcs			

Accomplished by:

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

By the authority of the University President.

Assoc. Prof. JOSEPH ROY F. CELESTINO
BAC Chairman

Canvassed by:

Name and Signature