



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

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

<b>COMPANY NAME:</b>	Quotation No. 20-301-11
<b>ADDRESS:</b>	Purchase Request No. G-2020-11-0539
<b>CONTACT No.</b>	Purpose: For Office Use
<b>TIN No.</b>	ABC: 10,000.00
<b>PhilGEPS Registration No.</b>	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
<b>EMAIL ADDRESS:</b>	

**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	Licensed Microsoft Office for Mac OS, 2019 Classic version, Home and Student	1 unit			

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

BuLSU-OP-PU-03F3  
 Revision: 1