

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

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

**Mandatory to fill in**	
COMPANY NAME:	<b>Quotation No. 20-301-11</b>
ADDRESS:	Purchase Request No. G-2020-11-0539
CONTACT No.	Purpose: For Office Use
TIN No.	ABC: 10,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase
EMAIL ADDRESS:	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:
- 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:						
•		By the authority of the Universit	y President.			
	<u></u>			No.		
Supplier's Representative		ASSOC. PROF. JOSEPH ROY F. CELESTINO				
(Print name and Signature)		BAC Chairman				
Date Accomplished :		Canvassed by:				
		Name and Signature				
BulSU-OP-PU-03F3						
Revision: 1						