



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

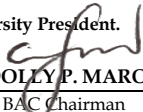
****Mandatory to fill in****

COMPANY NAME:	Quotation No. 21-019-01
ADDRESS:	Purchase Request No. G-2021-01-0035
CONTACT No.	Purpose: For Office Use
TIN No.	ABC: 8,000.00
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	Executive Chair	1 pc			
	Reclines from 90-degrees to 150-degrees and locks in at any angle, slide out footrest				
	Adjustable Back Height				
	Leather				
	Adjust to the perfect height. To change the angle of the arm cap, twist the arm cap either left or right. Specially designed handle to raise or lower the seat quickly and smoothly				
	Please attach brochure or sample picture of the said item/s				

Accomplished by: _____ Supplier's Representative (Print name and Signature) Date Accomplished : _____	By the authority of the University President.  DR. DOLLY P. MAROMA BAC Chairman Canvassed by: _____ Name and Signature
---	---