



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

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

COMPANY NAME:	Quotation No. 21-078-02
ADDRESS:	Purchase Request No. G-2021-01-0139
CONTACT No.	Purpose: for COA Office
TIN No.	ABC: 70,000.00
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	Laptop	1/pc			
	<b>Specifications:</b>				
	<b>*Display:</b> 14" LED Screen (or higher) 1920 x 1080 FHD Resolution IPS				
	<b>*Processor:</b> Intel Core i7- 10th Gen (or higher)				
	<b>*Memory:</b> 8 GB DDR4 (or higher)				
	<b>*Storage Drive:</b> 512GB SSD or higher				
	<b>*Graphics Coprocessor:</b> 2GB VRAM (or higher)				
	<b>*Connectivity:</b> 10/100/1000 Gigabit Ethernet, 802.11 b/g/n Wireless LAN				
	<b>*Operating System:</b> Windows 10 Home 64 bit Licensed				
	<b>*Microsoft Office:</b> Office 2016 or later (Licensed with product key)				
	<b>*Battery:</b> 4-cell Li-Ion				
	<b>*Warranty:</b> Minimum of 1 year warranty on parts and service				
	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