

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

REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in	
COMPANY NAME:	Quotation No. 21-147-03
ADDRESS:	Purchase Request No. G-2021-03-0237
CONTACT No.	Purpose: for Office use
TIN No.	ABC: Php 28,000.00
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.

EM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Mobile Pedestal Drawer	8/units			
	Specifications:				
	*3 layer drawer including 1 central lock, 1 pen				
	tray				
	*1 file divider and castors				
	*Material: Steel w/ power coating				
	*Actual dimensions: 40w x 56.5d x 65.5cm				
	*Color: Gray or White				
	N				
	Please attach brochure or sample picture of the				
	said item/s				
complis	nea by:		Destinate and the address of the Timber 19	u Bussi Al	
			By the authority of the University	/	
	Supplier's Representative	_		LLX P. MAROMA	

Accomplished by:	By the authority of the University President
Supplier's Representative (Print name and Signature)	DR. DOLLY P. MAROMA BAC Chairman
Date Accomplished :	Canvassed by:
BulSU-OP-PU-03F3 Revision: 1	Name and Signature