

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. 21-234-06 |
| ADDRESS: | Purchase Request No. G-2021-06-0372 |
| CONTACT No. | Purpose: For Budget Office Use |
| TIN No. | ABC: 3,500.00 |
| 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 | HP LASER 107A BLACK | 1unit | | | |
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| | Please attach brochure or sample picture of the | | | | |
| | said item/s | | | | |

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