

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. 21-331-08
ADDRESS:	Purchase Request No. G-2021-08-0538
CONTACT No.	Purpose: For HRMO-PAYROLL (Main Campus) Office use.
TIN No.	ABC: 70,000.00
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.

TEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	DOT MATRIX PRINTER	1unit			
	* 24-pin wide carriage				
*	* Speed: up to 480 cps (10cpi)				
	* MTBF: 20,000.00 Power on Hours				
	* USB and Parallels ports				
2	DOCUMENT SCANNER	1unit			
	* Wi-Fi Portable Sheet-fed Document Scanner				
	* Compact size and footprint				
	* 25ppm/50ipm scanner with 1-pass duplex scanning				
	* Powered via USB 3.0 bus-powered, AC adapter or in-				
	built battery				
	* Dedicated card slot				
	* Wi-Fi, and WI-FI A/P mode connectivity with mobile				
	scanning app				
	Please attach brochure and indicate days of				
	delivery				

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
EGT/08/20/2021	