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. 21-335-08
ADDRESS:	Purchase Request No. G-2021-08-0556
CONTACT No.	Purpose: For office use and replacement for old office chair
TIN No.	ABC: 15,000.00
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	**ERGONOMIC OFFICE CHAIR**	5pcs			
	Staff Chair Mid Back Office Chair				
	SPECIFICATIONS (WDH): 650mm x 650 mm x 870mm				
	Height Adjustable up to: 940mm				
	Back Rest: Mesh Fabric in Nylon Fiberglass Frame is				
	Seat: Density Mold Foam Cushion Fabric Seat				
	Armrest: PU adjustable				
	With tilting mechanism				
	Base: Aluminum Star Base				
	Casters: Floor-safe PU Casters				
	Available Colos: Black				
	Weight Capacity: 120kg				
	WARRANTY:				
	1 YEAR SERVICE WARRANTY				
	Please attach brochure and indicate days of delivery				

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