



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 21-444-11
ADDRESS:	Purchase Request No. G-2021-11-0761
CONTACT No.	Purpose: Student Research Journal 2020 - External Campuses
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	Student Research Journal 2020 - External Campuses	50 books			
	Cover: Folcote 12				
	Full color; 1-side printing				
	Color / sides: 1 color both sides				
	Size: 8.5" x 5.5" (folded size)				
	Pages: 160 (excluding cover)				
	Binding: Perfect (hot-melt glue)				
	Lamination: 1-side plastic				
	Note:				
	1. There will be three (3) reviews of lay-out prior to printing.				
	2. Scoring included				
	Note: Please attach brochure or sample picture if any				

Accomplished by: _____

Supplier's Representative
 (Print name and Signature)

By the authority of the University President.
DR. DOLLY P. MAROMA
 BAC Chairman

Date Accomplished : _____

Canvassed by: _____

 Name and Signature