




REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 21-445-11
ADDRESS:	Purchase Request No. G-2021-11-0766
CONTACT No.	Purpose: For the end-year planning workshop
TIN No.	ABC: 13,500.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

**INSTRUCTIONS TO SUPPLIERS:**

- Please quote your lowest price on the item/s listed below comprising the necessary taxes.
- It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable
- Indicate the warranty period in cases of equipment or whenever applicable.
- Forthwith submit the accomplished quotation duly signed by your representative.
- 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.*
- 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	<b>MINI DESK CALENDAR</b>	90 pcs			
	<b>Specification:</b>				
	Personalized Calendar				
	Printed in full color				
	made of durable resin				
	size:				
	3.40" x 2.10" (8.5cm x 5.5cm)				
					
	<b>Note: Please attach brochure or sample picture if any</b>				

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