




REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 22-06-395
CONTACT No.	Purchase Request No. F-2022-06-0309
Address:	Purpose: For 81st Commencement Exercises
TIN No.	ABC: 900,000.00
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) PhilGEPS Membership Certificate and e) Omnibus Sworn Statement
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	Pin with Ribbon	15,000 pcs			
	Materials: Brass Pin				
	Thickness: 0.11mm				
	Diameter: 1.5				
	Note: Laminated				
					
	NOTE: 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