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. 22-06-397**
CONTACT No.	**Purchase Request No. F-2022-06-311**
Address:	**Purpose: For printing of certificates for Recognition 2022 awardees-Bustos Campus**
TIN No.	**ABC: 6,500.00**
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;*** ***and*** ***d) PhilGEPS Membership Certificate***
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	Special Board Paper	82 pack			
	A4; 10pcs per pack				
	white				
	200 gsm				
2	Ink cart for Epson L3110 all in one tank printer				
	003 black	2 bottle			
	003 magenta	2 bottle			
	003 yellow	2 bottle			
	003 cyan	2 bottle			
	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

BulSU-OP-PU-03F3
Revision: 1

JAM 6-29-2022