



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. 22-06-399
CONTACT No.	Purchase Request No. G-2022-06-0575
Address:	Purpose: For office use and for printing of Annual Report 2021
TIN No.	ABC: 4,000.00
PhilGEPS Registration No.	Delivery Period: <b>7 Calendar Days</b> 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, white A4 size; 10 pcs per pack 200 gsm	50 pack			
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

Accomplished by:

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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