

## 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. 22-07-411
CONTACT No.	Purchase Request No. F-2022-06-0312
Address:	Purpose: For Registrar Office use
TIN No.	ABC: 194,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase
EMAIL ADDRESS:	Order

## **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	Toner Cart, HP CE285A (HP85A), Black	20 pcs			
2	HP Laser Jet 30A CF 230A	20 cartridge			
	NOTE: Please attach brochure and indicate days				
	of delivery				

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:

BulSU-OP-PU-03F3 Revision: 1 Name and Signature