



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. 22-07-436
CONTACT No.	Purchase Request No. F-2022-07-0335
Address:	Purpose: For BulSU Graduation
TIN No.	ABC: 500,000.00
PhilGEPS Registration No.	Delivery Period: <b>7 Calendar</b> 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;**  
**e) Omnibus Sworn Statement    and    f) Income / Business Tax Return**
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	BulSU Graduation Video Recording and Photo Documentation	1 package			
	Specifications:				
	Videographers	5			
	Photographers:	5			
	Photographers for Students (1)				
	Photographers for Faculty (1)				
	Photographers for Event Program (2)				
	Photographers for the Speakers and Stage Activities (1)				
	Aerial Plot (Drone Shots)	1			
	Livestream Camera Operator:	1			
	Livestream Recording				
	Livestream Service				
	40ft Crane Jib	1			
	Deliverables:	1			
	8 x 10 size 50 pages hardbound album				
	all raw and edited photos in flash drive				
	livestream recording video file				
	5 mins edited video highlights				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

**Accomplished by:**

By the authority of the University President.

**Supplier's Representative**  
(Print name and Signature)

**DR. DOLLY P. MAROMA**  
BAC Chairman

Date Accomplished : \_\_\_\_\_

**Canvassed by:**

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Name and Signature

**BulSU-OP-PU-03F3**  
**Revision: 1**