

## 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. 22-07-441
CONTACT No.	Purchase Request No. F-2022-07-0334
Address:	Purpose: For Registrar Office use
TIN No.	ABC: 49,400.00
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; 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	Toner Cart, HP CE285A (HP85A), Black	5 pcs			
2	HP Laser Jet 30A CF 230A	8 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.

Canvassed by:

cfm

DR. DOLLY P. MAROMA

BAC Chairman

Date Accomplished :

Name and Signature

BulSU-OP-PU-03F3 Revision: 1

JAM 7-11-2022