



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

****Mandatory to fill in****

COMPANY NAME:	Quotation No. 22-08-498A
CONTACT No.	Purchase Request No. G-2022-08-0718
Address:	Purpose: Office Use, BulSU Institutional Video and other future Media Relations Projects
TIN No.	ABC: 5,500.00
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	60cm Camera Track Slide Specifications: Material: Aluminum Alloy Max. Load Capacity: 6kg / 13.2Lbs Track Length: 60cm / 23.6in Track Width: 5cm / 2.0in Item Size: 60 * 5 * 3.2cm/23.6 * 2.0 * 1.3in Item Weight: 1.1 kg/ 2lbs Package List: <input type="checkbox"/> 1 * Track 1 * 1/4" to 3/8" Convertible Screw 2 * Carriage 2 * Carriage Screw 4 * Supporting Foot	1 pc			
2	DSLR Camera Tripod Specifications: Head Type: 3-way Pan Head Folded Length: 47cm Tripod Max Height: 140cm Load Capacity: 5kg / 11.02Lb Net Weight: 1.2kg / 2.6Lb Package List: 1 * Tripod 1 * Carrying Bag	1 pc			
3	Collapsible Photography Reflector 2-in-1 (Gold and Silver) Specifications: Reflector Shape: Oval Reflector Size (cm): 120 x 180 cm Colors of Surfaces: Gold and Silver Package Content: 1 x 2-in-1 Reflector Set 1 x Carry Bag	1 pc			
BY LOT					
NOTE: Please attach brochure and indicate days of delivery					

Accomplished by:

<p>_____ Supplier's Representative (Print name and Signature)</p> <p>Date Accomplished : _____</p>	<p>By the authority of the University President.</p> <p style="text-align: center;"><i>[Signature]</i> DR. DOLLY P. MAROMA BAC Chairman</p> <p>Canvassed by:</p> <p>_____ Name and Signature</p>
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BulSU-OP-PU-03F3
Revision: 1
JAM 8-9-2022