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

|                           |  |
|---------------------------|--|
| COMPANY NAME:             | Quotation No. 22-08-535  |
| CONTACT No.               | Purchase Request No. G-2022-08-0765                              |
| Address:                  | Purpose: for recording of meetings                               |
| TIN No.                   | ABC: 7,500.00  |
| PhilGEPS Registration No. | Delivery Period: <b>7 Calendar</b> Days upon receipt of Purchase |
| EMAIL ADDRESS:            | Order  |

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        | Digital voice recorder  | 1 pc     |                       |            |             |
|          | color: silver   |          |                       |            |             |
|          | Record in MP 3/LPCM with a high sensitivity S microphone, up to 4GB |          |                       |            |             |
|          | of built-in storage, expandable via micro SD cards                  |          |                       |            |             |
|          | auto voice recording reduces background noise                       |          |                       |            |             |
|          | direct USB built-in for easy connection to PC                       |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          |   |          |                       |            |             |
|          | NOTE: Please attach brochure and indicate days of delivery          |          |                       |            |             |
|          |   |          |                       |            |             |

|  |  |
|--|--|
| <p><b>Accomplished by:</b></p> <hr/> <p style="text-align: center;"><b>Supplier's Representative</b><br/>(Print name and Signature)</p> <p>Date Accomplished : _____</p> | <p><b>By the authority of the University President.</b></p> <div style="text-align: center;"> <br/> <b>DR. DOLLY P. MAROMA</b><br/>             BAC Chairman         </div> <hr/> <p><b>Canvassed by:</b></p> <hr/> <p style="text-align: center;">Name and Signature</p> |
|--|--|