REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in

COMPANY NAME:	**Quotation No. 22-05-258A**
CONTACT No.	**Purchase Request No. G-2022-05-0371**
Address:	**Purpose: Retrofitting of Classrooms for Limited F2F Classes at CSSP Bldg**
TIN No.	**ABC: 16,000.00**
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	Grayback Sticker with Glossy Laminate (High Traffic)	100 pcs			
2	Signages printed Tarpaulin	10 pcs			
	BY LOT				

NOTE: Please attach brochure and indicate days of delivery

Accomplished by:

_____

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

By the authority of the University President.

DR. DOLLY P. MAROMA
BAC Chairman

Canvassed by:

_____

Name and Signature

BulSU-OP-PU-03F3
Revision: 1

JAM 8-31-2022