

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. 22-09-617
CONTACT No.	Purchase Request No. G-2022-09-0864
Address:	Purpose: For University use (3rd Quarter)
TIN No.	ABC: 28,960.00
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	3-layer multi-purpose desk document rack	13 piece			
2	ACETATE, A4 100 pieces per box	3 box			
3	BATTERY, size AA, alkaline, 2 pieces per blister pack	118 pack			
4	BATTERY, size AAA, alkaline, 2 pieces per blister pack	121 pack			
5	KEY HOLDER	4 piece			
	BY LOT				

NOTE: Please attach brochure and indicate days		
of delivery		

Accomplished by:

Supplier's Representative (Print name and Signature)

By the authori	ity of the	e University	Presi	dent.

DR. DOLLY P. MAROMA

BAC Chairman

Canvassed by:

Date Accomplished : _

BulSU-OP-PU-03F3 Revision: 1

JAM 9-21-2022

Name and Signature