



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. 22-09-624
CONTACT No.	Purchase Request No. G-2022-09-0863
Address:	Purpose: For University use (3rd Quarter)
TIN No.	ABC: 101,690.00
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; d) PhilGEPS Membership Certificate and e) Omnibus Sworn Statement
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	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box (Carbonless)	32 BOX			
2	PAPER, colored, long subs. 25	41 ream			
3	PAPER, colored, short subs. 25	23 ream			
4	PHOTO PAPER, 20 pieces per pack	229 pack			
5	SPECIAL BOARD PAPER, short or A4	261 pack			
6	SPECIAL PAPER, Biege, 120gsm, Size: 8.5" X11" (Letter), 10pcs/pack	26 pack			
	BY LOT				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>NOTE: Please attach brochure and indicate days of delivery</p> </div> <div style="width: 45%;"></div> </div>					

Accomplished by:

 Supplier's Representative
 (Print name and Signature)

By the authority of the University President.

DR. DOLLY P. MAROMA
 BAC Chairman

Date Accomplished : _____

Canvassed by:

 Name and Signature