



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. 22-09-625
CONTACT No.	Purchase Request No. G-2022-09-0862
Address:	Purpose: For University use (3rd Quarter)
TIN No.	ABC: 294,340.00
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	BALLPEN, black	922 piece			
2	CLEAR FOLDER, A4 size	106 piece			
3	CLEAR FOLDER, legal size	248 piece			
4	CLEAR FOLDER, legal size - Green	135 piece			
5	CLEAR BOOK , FILLER (PLASTIC)	5 piece			
6	CUTTER KNIFE, heavy duty	25 piece			
7	DATA FILE BOX, made with chipboard, with closed ends	513 piece			
8	DATA FOLDER, made with chipboard, taglia lock	659 piece			
9	ENVELOPE, MAILING, 500 pieces per box	5 box			
10	GLUE, all purpose, 300 grams min.	114 bottle			
11	INDEX TAB, self-adhesive, 5 set/box, assorted colors	280 box			
12	MARKER, permanent, bullet type, black (refillable)	207 piece			
13	MARKER, permanent, bullet type, blue (refillable)	301 piece			
14	MARKER, whiteboard, bullet type, blue (refillable)	352 piece			
15	PAPER CLIP, gem type, 32mm, plastic coat	216 box			
16	PAPER CLIP, gem type, 48mm, plastic coat	221 box			
17	RUBBER BAND, small	49 box			
18	RULER, plastic, 300mm, 1 piece in individual plastic (12")	34 piece			
19	SCISSORS, (6") Stainless Steel	70 piece			
20	STAMP PAD INK, green 50mL	4 bottle			
21	STAMP PAD, felt pad, min 60mm x 100mm	24 piece			
22	STAPLE REMOVER, plier type	23 piece			
23	TAPE, double sided, 24mm, 10 meters	169 roll			
24	TAPE, transparent, 24mm, 20 meters	272 roll			
25	DUCT TAPE 2"	1 piece			
	BY LOT				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

By the authority of the University President.

Supplier's Representative
 (Print name and Signature)

DR. DOLLY P. MAROMA
 BAC Chairman

Date Accomplished : _____

Canvassed by:

 Name and Signature