

## 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. 22-10-677		
CONTACT No.	Purchase Request No. G-2022-10-0950		
Address:	Purpose: Faculty Appreciation 2022 Venue Design and Needs		
TIN No.	ABC: 40,000.00		
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	Photobooth Package (4 hours)	2 lot			
	Venue: Valencia Hall, BulSU				
	Date/time: October 26, 2022; 1:00pm				
	NOTE: Please attach brochure and indicate days				
	of delivery				

Accomplished by:

**Supplier's Representative** (Print name and Signature)

By the authority of the University President.

DR. DOLLY P. MAROMA

BAC Chairman

Canvassed by:

Date Accomplished : \_

Name and Signature

BulSU-OP-PU-03F3 Revision: 1 JAM 10-11-2022