



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. 22-10-686  |
| CONTACT No.               | Purchase Request No. G-2022-10-0939                                    |
| Address:                  | Purpose: For the decoration of teachers day. (Heroes Park)             |
| TIN No.                   | ABC: 171,500.00  |
| PhilGEPS Registration No. | Delivery Period: <b>7 Calendar</b> 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**.

[illegible]

**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:

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Name and Signature

**BulSU-OP-PU-03F3**  
**Revision: 1**