



**REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES**

**\*\*Mandatory to fill in\*\***

COMPANY NAME:	Quotation No. 22-11-764
CONTACT No.	Purchase Request No. G-2022-11-1076
Address:	Purpose: Balangayan Sa Unibersidad 2022-2023
TIN No.	ABC: 6,895.00
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; 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	Notebook, Stenographer's, 40 leaves, spiral	45 piece			
2	Special Board Paper, A4, White, 220 gsm	40 pack			
3	Special Board Paper, Long, White, 220 gsm	30 pack			
4	Ballpen, Black	100 piece			
5	PENCIL, lead with eraser	4 box			
6	Zipper Envelope	45 piece			
	Material: Plastic				
	Size: Short (8.5x11)				
	(Any Available Color)				
	<b>BY LOT</b>				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

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