



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 22-11-777
CONTACT No.	Purchase Request No. F-2022-10-0480
Address:	Purpose: for the use of Guest Lecturers in Moot Court and Audio Visual Room
TIN No.	ABC: 15,000.00
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; 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	Office Table 120cm L x 60cm W x 75cm H Materials: Particle Board Color: Gray, Wenge Table Top depth: 1.5inches Stand Thickness: 1inch with sidedrawers	1 pc			
2	Office Table E1 solid wood particle board Galvanized steel Desktop material thickness: 1.6cm, table leg size 5*5cm, steel thickness 0.8mm Size: 80*60*74cm, 120*60*74cm, 140*60*74cm, 100*60*74cm 1.6CM thickened sheet Waterproof, corrosion-resistant and wear-resistant No drawers	1 pc			
	BY LOT				
	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.

[Signature]
 DR. DOLLY P. MAROMA
 BAC Chairman

Date Accomplished : _____

Canvassed by:

 Name and Signature