



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. 22-11-787**

CONTACT No.

**Purchase Request No. G-2022-11-1141**

**Address:**

**Purpose:** For HRMO ACU at 4th Floor Alvarado Hall

**TIN No.**

**ABC: 6,300.00**

PhilGEPS Registration No.

**Delivery Period: 7 Calendar Days** upon receipt of Purchase Order

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**.

[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