



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. 22-11-813
CONTACT No.	Purchase Request No. G-2022-11-1171
Address:	Purpose: For university-wide information dissemination.
TIN No.	ABC: 82,500.00
PhilGEPS Registration No.	Delivery Period: <b>7 Calendar Days</b> 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**.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	<b>Annual Report 2021</b> Job Description: Magazine Page Size: 11.7" x 8.3" (A4) Format: JPEG Platform: PC Paper Weight: Cover - C2S #200 gsm. Inner Pages - C2S#115 gsm. Paper Type: Cover - Matt Lamination Inner Pages: Glossy Color: All Colored Binding: Perfect Binding Page: 68 Including Cover	150 pcs			
	Shipping Address: Bulacan State University, Guinhawa, City of Malolos, Bulacan 3000				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

Accomplished by:

Supplier's Representative  
(Print name and Signature)

Date Accomplished : \_\_\_\_\_

By the authority of the University President.

*(Signature)*  
**DR. DOLLY P. MAROMA**  
BAC Chairman

Canvassed by:

\_\_\_\_\_  
Name and Signature