

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. 22-11-826A
CONTACT No.	Purchase Request No. G-2022-11-1183
Address:	Purpose: For Foundation Week Use. (for Invitation)
TIN No.	ABC: 5,650.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase
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.

ITEM NO	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Vellum Board (Legal Size)	15 pack			
2	Bond Paper (Legal Size)	2 ream			
3	Blank Mini Paper, Window Invitation Envelopes (10.5x13.5cm)	150 pc			
4	Multi-Purpose Glues, 130g	10 bottle			
5	RULER, plastic, 300mm, 1 piece in individual plastic (12")	5 pc			
6	SCISSORS, (6")	5 pc			
7	STAPLER, No. 35 with remover HD	5 pc			
	BY LOT				
	NOTE: Please attach brochure and indicate days of delivery				

or delivery	
Accomplished by:	
•	By the authority of the University President.
	<u> </u>
Supplier's Representative	DR. DOLLY P. MAROMA
(Print name and Signature)	BAC Chairman
Date Accomplished :	Canvassed by:
P1CH OD DH 02F2	Name and Signature
BulSU-OP-PU-03F3 Revision: 1	