

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. 23-01-011 | | | | |
| CONTACT No. | Purchase Request No. G-2023-01-0034 | | | | |
| Address: | Purpose: Valentines Greetings | | | | |
| | | | | | |
| TIN No. | ABC: 8,000.00 | | | | |
| 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 | Valentines Greetings | | | | |
| | Tarpaulin (6x3) | 9 pcs | | | |
| | Tarpaulin (8x4) | 3 pcs | | | |
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| | 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.

Canvassed by:

cfm

DR. DOLLY P. MAROMA

BAC Chairman

Date Accomplished : _

Name and Signature

BulSU-OP-PU-03F3 Revision: 1 JAM 1-31-2023