

## 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. 23-03-055                                   |
| CONTACT No.               | Purchase Request No. G-2023-03-0105                       |
| Address:                  | Purpose: for University use.                              |
| TIN No.                   | ABC: 100,000.00   |
| 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; 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                                 | PAPER, 80 gsm                                  | 500 reams |                                    |            |             |
|                                   | Size: 210mm x 297 mm (A4)                      |           |                                    |            |             |
|                                   |  |           |                                    |            |             |
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|                                   |  |           |                                    |            |             |
|                                   | NOTE: Please attach brochure and indicate days |           |                                    |            |             |
|                                   | of delivery                                    |           | l                                  |            |             |
|                                   |  |           |                                    |            |             |
| Accomplis                         | hed by:  |           |                                    | <b>D</b>   |             |
|                                   |  |           | By the authority of the University |            |             |
| Supplier's Representative         |  | -         | DR. DOLLY P. MAROMA                |            |             |
| (Print name and Signature)        |  |           | BAC Chairman                       |            |             |
|                                   |  |           | D.                                 |            |             |
| Date Accomplished : Canvassed by: |  |           |                                    |            |             |

BulSU-OP-PU-03F3 Revision: 1 Name and Signature