



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. 23-03-069  |
| CONTACT No.               | Purchase Request No. F-2023-03-0042                                    |
| Address:                  | Purpose: For office use  |
| TIN No.                   | ABC: 47,500.00   |
| PhilGEPS Registration No. | Delivery Period: <b>7 Calendar</b> Days 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; 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        | 5 seater gang chair, plastic bowl-shaped seat                     | 5 pcs    |                       |            |             |
|          | Description:  |          |                       |            |             |
|          | Back Rest Height: 740 mm  |          |                       |            |             |
|          | Seat back height : 310mm  |          |                       |            |             |
|          | Seater Height : 430mm   |          |                       |            |             |
|          | Total Length: 2615mm  |          |                       |            |             |
|          | Seater Width: 450 mm  |          |                       |            |             |
|          | Seater Depth : 400 mm   |          |                       |            |             |
|          | Seater Interval: 75mm   |          |                       |            |             |
|          | Weight: 29.28kg   |          |                       |            |             |
|          |   |          |                       |            |             |
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|          |   |          |                       |            |             |
|          | <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.

DR. DOLLY P. MAROMA  
 BAC Chairman

Canvassed by:

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