

## **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. 23-03-076
CONTACT No.	Purchase Request No. G-2023-03-0132
Address:	Purpose: Replacement of Executive Table - Office of the
	Director for Administrative and Management Services Use
TIN No.	ABC: 30,000.00
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	
	Executive Table	1 unit				
	Materials: MFC Table & legs, with side board			1		
	Dimensions : 180Wx7-90Dx75Hcm					
	with Warranty for 1 Year					
				1		
		2.2				
	NOTE: Please attach brochure and indicate days of delivery					
Accomplis	shed by:					
			By the authority of the University President.			
		_		cfm	•	
Supplier's Representative						
(Print name and Signature)			BAC Chairman			

Name and Signature

Canvassed by:

Date Accomplished : \_

BulSU-OP-PU-03F3 **Revision:** 1

JAM 3-10-2023