



**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. 23-04-168
CONTACT No.	Purchase Request No. G-2023-04-0268
Address:	Purpose: GAD KATRIBU PROGRAM
TIN No.	ABC: 8,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ <b>Calendar Days</b> <b>upon receipt of Purchase Order</b>
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**.

[illegible]

**Accomplished by:**

By the authority of the University President.

**Supplier's Representative**  
(Print name and Signature)

**DR. DOLLY P. MAROMA**  
BAC Chairman

Date Accomplished : \_\_\_\_\_

Canvassed by:

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Name and Signature

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

**JAM 4-26-2023**