



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

****Mandatory to fill in****

COMPANY NAME:	Quotation No. 23-05-190A
CONTACT No.	Purchase Request No. G-2023-05-0303
Address:	Purpose: Office use
TIN No.	ABC: 476,028.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar 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; 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	Executive Table for Directors (L-Shaped Melamine Finish with Metal Framing) 1.20m x 1.20m x .60m	15 set			
2	Office Chair Material: Mid back mesh chair in white nylon frame, white PP armrest, high-density molded foam, black gaslift, chrome base, 360-degree swivel function	59 set			
3	Receiving Chair Material: Mesh backseat and seat cushion with chrome plated legs	17 set			
4	8 Seater - Conference Table (Melamine Finish with Metal Framing) Dimensions: 240(W) x 80(D) x 75(H)cm	1 set			
5	Round Center Table (Melamine Finish with Metal Framing) 600 x 600mm	2 set			
6	2 Seater Sofa for Receiving Area Material: Frame made of solid wood. Armrest and Backrest padded w/ polyurethane foam & upholstered in polycotton fabric	2 set			
	BY LOT				
	NOTE: Please attach brochure and indicate days of delivery				

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

BulSU-OP-PU-03F3

Revision: 1

JAM 5-3-2023