

## 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. 23-05-222A                        |
| CONTACT No.               | Purchase Request No. G-2023-05-0318             |
| Address:                  | Purpose: For office use                         |
| TIN No.                   | ABC: 6,000.00                                   |
| PhilGEPS Registration No. | Please indicate days of delivery: Calendar Days |
| EMAIL ADDRESS:            | upon receipt of Purchase 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 |
|---|---|--|-----------------------|------------|-------------|
| 1   | 6 FT Fold-in-Half Table (black)<br>Specifications:<br>Constructed of high-density polyethylene and<br>have a convenient folding design for easy<br>transport and storage.<br>Lightweight design,auto-locking feature, and UV-<br>protected, built for indoor and outdoor use.<br>Patented steel frame design for sturdy foundation<br>and is protected with a powder-coated, weather-<br>resistant finish.<br>Leg Style: Pedestal | 1 unit   |                       |            |             |
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|   | NOTE: Please attach brochure and indicate days of delivery  |  |                       |            |             |
| Accomplished by:<br>Supplier's Representative |   | By the authority of the University President.<br>DR. DOLLY P. MAROMA |                       |            |             |
| (Print name and Signature)                    |   | BAC Chairman   |                       |            |             |
| Date Accomplished :                           |   |  | Canvassed by:         |            |             |
| BulSU-OP<br>Revision: 1                       |   | Name and Signature   |                       |            |             |