



**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. 23-05-236
CONTACT No.	Purchase Request No. G-2023-05-0339
Address:	Purpose: For university wide use
TIN No.	ABC: 250,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ <b>Calendar Days</b>
EMAIL ADDRESS:	<b>upon receipt of Purchase Order</b>

## 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	External Hard Drive	50 units			
	Specification: •Capacity 1TB •Interface USB 3.0 or higher •System Requirements Windows 7 / 8 / 8.1 / 10 / 11 Mac OS 10.6 or Latest •Warranty Minimum of 1 year Manufacturer Warranty				
2	External Hard Drive	20 units			
	Specification: •Capacity 2TB •Interface USB 3.0 or higher •System Requirements Windows 7 / 8 / 8.1 / 10 / 11 Mac OS 10.6 or Latest •Warranty Minimum of 1 year Manufacturer Warranty				
	<b>BY LOT</b>				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

**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:**

Name and Signature

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

**JAM 5-15-2023**