

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. 23-06-325 |
| CONTACT No. | Purchase Request No. G-2023-06-0475 |
| Address: | Purpose: For office staff use |
| TIN No. | ABC: 5,000.00 |
| 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 | MICROWAVE | 1 unit | | | | |
| | 20-Liter Capacity | | | | | |
| | Defrost Function | | | | | |
| | Stainless Steel Body and Cavity | | | | | |
| | One Touch Options | | | | | |
| | Child Safety Lock | | | | | |
| | Sensor Cook: Yes | | | | | |
| | Power: 900W | | | | | |
| | Easy Clean Cavity: Yes | | | | | |
| | With Timer | | | | | |
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| | NOTE: Please attach brochure and indicate days | | | | | |
| | of delivery | | | | | |
| Accomplished by: | | | | | | |

Supplier's Representative (Print name and Signature)

By the authority of the University President.

DR. DOLLY P. MAROMA

BAC Chairman

Date Accomplished :

Canvassed by:

BulSU-OP-PU-03F3 Revision: 1

JAM 6-21-2023

Name and Signature