



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. 23-06-338

CONTACT No.

Purchase Request No. G-2023-06-0480

Address:

Purpose: for office use

TIN No.

ABC: 12,000.00

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	BINDING AND PUNCHING MACHINE	1 pc			
	SPECIFICATIONS:				
	: Equipped with two (2) hand lever system for punching and binding				
	: 330mm punching width and adjustable to any format, diameter, gauge and comb binder control				
	: 330mm punching width and adjustable to any format, diameter, gauge and comb binder control				
	: Manual Binding Capacity: 425 sheets of paper (80gsm) (min)				
	: Punching Capacity: At least 15 sheets of paper (80gsm)				
	: With operation's manual (English translation)				
	: Warranty: One (1) year on parts and service				
	: Brand shall be engraved/ embossed/printed/permanent stickered on the item				
	NOTE: Please attach brochure and indicate days of delivery				

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