



**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. 23-07-355

CONTACT No.

**Purchase Request No. G-2023-07-0546**

**Address:**

### Purpose: Implementation of ESO BUHAI Program

**TIN No.**

**ABC: 4,000.00**

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**.

[illegible]

**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:**

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Name and Signature