



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in

COMPANY NAME:	Quotation No. 23-07-357
CONTACT No.	Purchase Request No. G-2023-07-0542
Address:	Purpose: Implementation of ESO BUHAI Program
TIN No.	ABC: 4,650.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

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	Sewing scissors (8"), stainless	30 pc			
2	Sewing Machine Needles (pack) Assorted sizes 11/75,12/80,14/90,16/100,18/110 in 1 pack	5 pck			
3	Tailor's chalk (piece) any color	10 pc			
4	Pattern Papers MANILA PAPER, 1200mmx900mm, 60gsm., 0.14mm thickness, pale yellow, 5 sheets per roll	15 rolls			
5	Tape measure (ordinary "medida")	30 pc			
6	Pins (with head) round pearl head dressmaking pin Assorted color; Material:Plastic + Stainless Steel Size:Ball head diameter 4mm, needle length 38mm Quantity: unspecified per pack	10 pck			
7	Assorted threads (cone, Black/White/Beige) 1 Cone Approx. 3000yard/ 2700meters	3 pc			
8	Neoprene fabric (1mm thickness; any color)	3 yrd			
9	Garter, 1/8, white	30 yrd			
	BY LOT				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

By the authority of the University President.

DR. DOLLY P. MAROMA
BAC Chairman

Canvassed by:

Name and Signature

BulSU-OP-PU-03F3
Revision: 1