

REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES


****Mandatory to fill in****

COMPANY NAME:	Quotation No. 23-10-746
CONTACT No.	Purchase Request No. I-2023-10-0276
Address:	Purpose: For Loyalty Awardee
TIN No.	ABC: 200,000.00
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**.

Pls. fill up this blank Space

ITEM NO.	ITEM & SPECIFICATION	QTY UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Plaque Glass 0.2" (not acrylic) Holder of glass upper Base 0.7" (balagtas gold leaves) Mid base: 5.1"x3.4" (semi pyramid) Lower base: 5.3"x3.6" Made wood (tangili, mahogany, narra or any type of top brand good lumber) with citation	100 pcs			
	Please see attached sample				
					
	By Lot				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

By the authority of the University President.

DR. CECILIA A. GERONIMO
BAC Chairperson

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

Canvassed by:

Name and Signature