

## REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

<b>COMPANY NAME:</b>	<b>Quotation No. 23-10-810</b>
<b>CONTACT No.</b>	<b>Purchase Request No. G-2023-10-1130</b>
<b>Address:</b>	<b>Purpose: Rapid Prototyping, Production, and Manufacture (RPPM) and Establishment of Machine; Building Facilities (EMBF)- For the Implementation of Center for Fabrication and Manufacture Projects and Operation (12months)</b>
<b>TIN No.</b>	<b>ABC: 50,000.00</b>
<b>PhilGEPS Registration No.</b>	<b>Please indicate days of delivery: _____ Calendar Days</b>
<b>EMAIL ADDRESS:</b>	<b>upon receipt of Purchase Order</b>

## 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    e) Omnibus Sworn Statement**
6. All items must conform with the **internationally accepted standard** and **sub-standard items shall not be accepted.**

Pls. fill up this  
blank Space

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**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