

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

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

|                           |   |
|---------------------------|---|
| COMPANY NAME:             | Quotation No. 24-01-0010                              |
| CONTACT No.               | Purchase Request No. G-2024-01-0009                   |
| Address:                  | Purpose: for University Use                           |
|                           | ABC: 35,000.00  |
| TIN No.                   | Delivery fees if any:                                 |
| 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 fees including delivery and taxes such as VAT**
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;    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

[illegible]

**Accomplished by:**

By the authority of the University President.

**Supplier's Representative**  
(Print name and Signature)

**DR. RAFAEL D. DAYAO**  
BAC Chairperson

Date Accomplished : \_\_\_\_\_

Canvassed by:

Name and Signature