



REOUEST FOR OUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in	
COMPANY NAME:	Quotation No. 20-211-09
ADDRESS:	Purchase Request No. F-2020-09-0137
CONTACT No.	Purpose: For University use
TIN No.	ABC: 180,000.00
PhilGEPS Registration No.	Delivery Period: 7 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; d) DTI/SEC Registration; e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects.
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	Grammar Checker	1 year			
	*Online grammar and spelling checker that improves communication				
	by helping users find and correct writing mistakes				
	*500 users				
	FEATURES:				
	*Use more than 250 advanced grammar rules, spanning everything				
	from subject-verb agreement to article use to modifier placement				
	*Algorithms flag potential issues in the text and suggest context-				
	specific corrections for grammar, spelling, and vocabulary				
	*Automatically generates citations in the three most popular syles:				
	MLA, APA, and Chicago				
	*Works with Microsoft Word & Outlook (Plug-in)				
	USERS:				
	*Crosschecks student's paper against over 8 billion web pages				
	*Download a detailed report				
	SUPPORT:				
	*With marketing collaterals for promotion				
	*Semester training for end-users (via webinar or face to face)				

Accomplished by:

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

BulSU-OP-PU-03F3
Revision: 1

By the authority of the University President.

Assoc. Prof. JOSEPH ROY E. CELESTINO
BAC Chairman

Canvassed by:

Name and Signature