

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

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

<b>COMPANY NAME:</b>	<b>Quotation No. 23-10-809</b>
<b>CONTACT No.</b>	<b>Purchase Request No. G-2023-10-1131</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</b>
<b>TIN No.</b>	<b>ABC: 87,500.00</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

**BuISU-OP-PU-03F3**

Revision: 1

**RON 10.25.23**