

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

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

COMPANY NAME:	Quotation No. 23-10-814
CONTACT No.	Purchase Request No. G-2023-10-1153
Address:	Purpose: For BulSU E-Library use
TIN No.	ABC: 50,560.00
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 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

[illegible]

**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

BulSU-OP-PU-03F3

Revision: 1

RON 10.25.23