

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

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

COMPANY NAME:	Quotation No. 23-10-816
CONTACT No.	Purchase Request No. G-2023-10-1132
Address:	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
TIN No.	ABC: 40,000.00
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**
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**