

## Republic of the Philippines BULACAN STATE UNIVERSITY City of Malolos, Bulacan

## REOUEST FOR OUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

**Mandatory to fill in**	
COMPANY NAME:	Quotation No. 21-163-04
ADDRESS:	Purchase Request No. G-2021-04-0260
CONTACT No.	Purpose: Printer for Media Relations Office
TIN No.	ABC: Php 7,500.00
PhilGEPS Registration No.	Delivery Period: 7 calendar days upon receipt of Purchase
EMAIL ADDRESS:	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;
- 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	PRINTER	1 unit			
	Type: Print, Scan, Copy				
	Max copy resolution: 300x300 dpi				
	Max copy size: A4, Letter				
	Copy quality: Color, Black and White, Standard				
	*'Please indicate number of days of delivery				
	Please attach brochure or sample picture of the				
	said item/s		page 1 of 1		

Accomplished by:	
	By the authority of the University President
Supplier's Representative	DR. DOLLY P. MAROMA
(Print name and Signature)	BACChairman
Date Accomplished :	Canvassed by:
	Name and Constant
BulSU-OP-PU-03F3	Name and Signature
Revision: 1	