



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

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

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

**COMPANY NAME:**

**Quotation No. 23-05-217**

CONTACT No.

**Purchase Request No. G-2023-04-0233**

**Address:**

Purpose: For University use

**TIN No.**

ABC: 374,250.00
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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;    d) PhilGEPS Membership Certificate    and    e) Omnibus Sworn Statement**
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	TONER CART, FUJI XEROX M455df, Black, High Capacity	14 cart			
2	TONER CART, FUJIXEROX CT202137 P115w, Black	30 cart			
3	TONER FOR S2011 (CT 202384) Fuji Xerox	3 cart			
	<b>BY LOT</b>				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

**Accomplished by:**

By the authority of the University President.

**Supplier's Representative**  
(Print name and Signature)

**DR. DOLLY P. MAROMA**  
BAC Chairman

Date Accomplished : \_\_\_\_\_

Canvassed by:

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Name and Signature