



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:

Quotation No. 23-06-298

CONTACT No.

Purchase Request No. I-2023-06-0117

Address:

Purpose: for Graduation

TIN No.

ABC: 490,000.00

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;    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	Photo Coverage	1 package			
	2- Photographer for the event program				
	1- Photographer for the speaker and stage activities				
	Same Day Edit (SDE) Video				
	3- Videographer of the event				
	Storybook Style Album - Leather				
	Size: 8x10; 20 pages				
	AM Graduation (1copy)				
	PM Graduation (1 copy)				
	Deliverables:				
	a. Immediately after each graduation ceremony				
	- SDE video to be played at the last part of the event and a copy of the SDE video recording x 10 graduation ceremonies)				
	b. One month after the last day of the graduation				
	- Copy raw HD images and Edited version (one file folder per graduation ceremony saved in External HD)				
	- SDE Video (one file folder per graduation ceremony saved in External HD)				
	- 10pcs of Storybook Album Leather C30				
	Payment Term and Condition				
	First Payment- 50% of the contract price Full Payment will be issued upon completion of the deliverables.				
	Date: June 19-23, 2023				
	NOTE: Please attach brochure and indicate days of delivery				

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BulSU-OP-PU-03F3

Revision: 1

\_\_\_\_\_

Name and Signature