



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

COMPANY NAME:	Quotation No. 23-06-321
CONTACT No.	Purchase Request No. G-2023-06-0458
Address:	Purpose: For university-wide information dissemination.
TIN No.	ABC: 90,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ <b>Calendar Days</b>
EMAIL ADDRESS:	<b>upon receipt of Purchase Order</b>

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**.

[illegible]

By the authority of the University President.

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

**Canvassed by:**

Name and Signature