

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. 23-06-321			
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: <u>Calendar Days</u>			
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	Annual Report 2020	150 pcs				
	Job Description: Magazine					
	Page Size: 8.3" x 11.7" (A4)					
	Format: JPEG					
	Platform: PC					
	Paper Weight: Cover - C2S #300 gsm.					
	Inner Pages - C2S#115 gsm.					
	Paper Type: Cover - Matt Lamination					
	Inner Pages: Glossy					
	Color: All Colored					
	Binding: Perfect Binding					
	Page: 68 Including Cover					
	Shipping Address: Bulacan State University,					
	Guinhawa, City of Malolos, Bulacan 3000					
	ž					
	NOTE: Please attach brochure and indicate days					
	of delivery					
Accomplis	Accomplished by: By the authority of the University President.					
	Supplier's Representative		DR. DOLLY P. MAROMA			

(Print name and Signature)

BAC Chairman

Name and Signature

Date Accomplished : _

Canvassed by:

BulSU-OP-PU-03F3 Revision: 1

JAM 6-16-2023