



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

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

COMPANY NAME:	Quotation No. 20-211-09
ADDRESS:	Purchase Request No. F-2020-09-0137
CONTACT No.	Purpose: For University use
TIN No.	ABC: 180,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

**INSTRUCTIONS TO SUPPLIERS:**

- Please quote your lowest price on the item/s listed below comprising the necessary taxes.
- It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable.
- Indicate the warranty period in cases of equipment or whenever applicable.
- Forthwith submit the accomplished quotation duly signed by your representative.
- 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.*
- 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
<b>1</b>	<b>Grammar Checker</b>	<b>1 year</b>			
	*Online grammar and spelling checker that improves communication				
	by helping users find and correct writing mistakes				
	*500 users				
	<b>FEATURES:</b>				
	*Use more than 250 advanced grammar rules, spanning everything				
	from subject-verb agreement to article use to modifier placement				
	*Algorithms flag potential issues in the text and suggest context-				
	specific corrections for grammar, spelling, and vocabulary				
	*Automatically generates citations in the three most popular styles:				
	MLA, APA, and Chicago				
	*Works with Microsoft Word & Outlook (Plug-in)				
	<b>USERS:</b>				
	*Crosschecks student's paper against over 8 billion web pages				
	*Download a detailed report				
	<b>SUPPORT:</b>				
	*With marketing collaterals for promotion				
	*Semester training for end-users (via webinar or face to face)				

Accomplished by:

\_\_\_\_\_  
 Supplier's Representative  
 (Print name and Signature)

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

By the authority of the University President.

\_\_\_\_\_  
 Assoc. Prof. JOSEPH ROY E. CELESTINO  
 BAC Chairman

Canvassed by:

\_\_\_\_\_  
 Name and Signature