

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION
 Small Value Procurement

P.R. No. **22-07-361**
 Quotation No. **22-08-069**
 Date: **August 5, 2022**

Company Name: _____

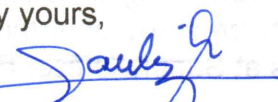
Address: _____

Sir/Madam:


Please quote your lowest price on the item/s below, *subject to the General Conditions and Eligibility Requirements for the Bidders*, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **August 8, 2022 at exactly 5:00** in the afternoon in the return envelope attached herewith.

Project: Procurement of Transcript of Records Forms for the Office of the University Registrar
ABC: ₱ 150,000.00 **QTY:** 7,500

Very truly yours,


ATTY. GLENN NIÑO M. SARTILLO
 BAC Chairperson

Canvassed by:


IRENE I. FADERA
 OIC Procurement Officer

BIDS & AWARDS COMMITTEE (BAC)
 Romblon State University
 Odiongan, Romblon

Sir/Madam:

Unit	Description	QTY	Unit Cost	Total Value
pc	Transcript of Records Forms	7,500		
TOTAL		QTY	7,500	

Total _____

 Printed Name / Signature