



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

Cp No. (63)918-9519618
urs.bacsecretariat2020@gmail.com

Date : JUNE 25, 2025

Company/Supplier Name : _____

Address : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your sealed quotation duly signed by your representative not later than 6/30/25 to URS SPMO, Morong Rizal.

ARIEL M. PLANTILLA, DBA
Chairperson, BAC

- NOTE: 1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN 15 CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 45 CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	BID PRICE	TOTAL BID PRICE
1	Cork Bulletin Board, Aluminum Sliding Glass Cabinet, size: 4ft x6ft	1	unit(s)		
2	A4 Acrylic Display Turning Page Flip Page. Size: 22*6*32cm. Pages: 6. Color: Transparent	17	pc(s)		
3	Acrylic Wall-Mounted Bookshelf, Creative Wall Display Shelf, Picture Book Magazine Rack, Simple Wall-Mounted (transparent) 100x3x5x15	15	pc(s)		
4	Thermal Laminating Film Pouches. 250 microns. 65mmx95mm	59	pack(s)		
5	Accession Record	6	pc(s)		
6	Book Ends 7.25 cm, durable steel (blue) , pair	12	pc(s)		
7	A3 bond paper. White. 70 gsm (substance 20).	1	ream(s)		
8	Heavy Duty Foldable Book Stand. Material: Wood. Approx. Dimensions: 11.75" x 8.75"H x 11.5", base: 1.75". Adjustable.	1	pc(s)		
	nothing follows				
	-				
	LOT ABC - Php 69,957.00				
	-				

Brand and Model : _____
Warranty : _____

Delivery Period : _____
Price Validity : _____

After having carefully read and accepted your General Condition, I/We quote you on the items at prices noted above.

CERTIFICATION

I hereby certify that I have personally conducted this canvass and that the price(s) quoted is/are true & correct and the

Printed Name / Signature

Tel. No. / Cell phone No.

signature of the representative of the company who submitted the quotation(s) is/are genuine.

E-mail address

Date

Tin Number

PO 750 TO PHILGORS

Printed Name & Signature of Authorized Canvasser

URS-AF-AS-PRO-F-2017-02

Rev. 00

Effectivity Date August 15, 2017

Modified version of RFQ form
(SF-GOOD-60, May 2004)

RFQ-2025-06-0519
PR-2025-01-0278 PR-2025-01-0280
END USER: ANNA MINIA LOURDES C. MARTINEZ, MLIS, RL

Note: Mandatory documents
*Delivery Receipt w/ ATP Number
*Service/Billing/Sales Invoice
*Official/Collection Receipt
*Philgeps registered atleast RED membership
(Above 50k)
*Mayor's Permit
*Tax Clearance/ BIR 2303
*DTI Certificate



PURCHASE REQUEST

PROCUREMENT UNIT

Date: FEB 12 2025

UNIVERSITY OF RIZAL SYSTEM

(Agency)

OVPAF

Date: 11 FEB 2025

1:00 PM 9H

Department: Library Services		PR. No: 2025-01-0278		Date: 2025/01/27	
Section: Pililla		SAI No.:		Date:	
Responsibility Center Code: 08-042-00-00000-01-02-06					
Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	unit(s)	Cork Bulletin Board, Aluminum Sliding Glass Cabinet, size: 4ft x6ft	1	P 6,100.00	P 6,100.00

nothing follows

PROCUREMENT CHECKLIST

- ☒ Included in PPMP
- ☐ Not included in PPMP
- ☐ Approved Purchased Request
- ☐ Approved SPR
- ☐ 3 Request For Quotation (RFQ)
- ☐ Abstract of Quotation
- ☐ Purchased Order
- ☐ Others: _____

FEB 06 2025

BUDGET OFFICE

PR No. 2502078 Date 02/10/2025
 Funds Available P 6,100.00
 Chargeable to 052
 Signature [Signature]

		TOTAL	P 6,100.00
Purpose:	For library use. URS Tanay.		
Requested By:	Approved By:		
Signature:	[Signature]		
Name:	ANNA MINIA LOURDES C. MARTINEZ, MLIS, RL	MARVIN P. AMOIN Ph. D	
Designation	UNIVERSITY LIBRARIAN	Vice President for Administration and Finance	

PROCUREMENT UNIT

Date: FEB 25 2025

10:41



PURCHASE REQUEST

UNIVERSITY OF RIZAL SYSTEM
(Agency)OVPAP
Date: 9 FEB 2025
5:46pm

Department: Library Services	PR. No.: 2025-01-0280	Date: 2025/01/27
Section: Pililla	SAI No.:	Date:
Responsibility Center Code: 08-042-00-00000-01-02-06		

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	pc(s)	A4 Acrylic Display Turning Page Flip Page. Size: 22*6*32cm. Pages: 6. Color: Transparent	17	P 500.00	P 8,500.00
2	pc(s)	Acrylic Wall-Mounted Bookshelf, Creative Wall Display Shelf, Picture Book Magazine Rack, Simple Wall-Mounted (transparent) 100x3x5x15	15	P 2,000.00	P 30,000.00
3	pack(s)	Thermal Laminating Film Pouches. 250 microns. 65mmx95mm	59	P 300.00	P 17,700.00
4	pc(s)	Accession Record	6	P 700.00	P 4,200.00
5	pc(s)	Book Ends 7.25 cm, durable steel (blue) , pair	12	P 160.00	P 1,920.00
6	ream(s)	A3 bond paper. White. 70 gsm (substance 20).	1	P 537.00	P 537.00
7	pc(s)	Heavy Duty Foldable Book Stand. Material: Wood. Approx. Dimensions: 11.75" x 8.75"H x 11.5", base: 1.75". Adjustable.	1	P 1,000.00	P 1,000.00

nothing follows

PROCUREMENT CHECKLIST

- ☒ Included in PPMP
- ☐ Not included in PPMP
- ☐ Approved Purchased Request
- ☐ Approved SPR
- ☐ 3 Request For Quotation (RFQ)
- ☐ Abstract of Quotation
- ☐ Purchased Order
- ☐ Others: _____

FEB 18 2025

UNIVERSITY OF RIZAL SYSTEM University Records Unit	
RECEIVED	
By: <u>[Signature]</u>	Date: <u>FEB 24 2025</u> Time: <u>4:30PM</u>

BUDGET OFFICE

Control No. 2502183 Date 02/19/2025
 Funds Available P 63,857.00
 Chargeable to 102
 Signature [Signature]

TOTAL			P 63,857.00
Purpose:	For library use.		
Requested By:	Recommending Approval:	Approved By:	
Signature:	<u>[Signature]</u>	<u>[Signature]</u>	
Name:	ANNA MINIA LOURDES C. MARTINEZ, MLIS, RL	MARVIN P. AMOIN Ph. D	NANCY T. PASCUAL Ed D, RGC
Designation	UNIVERSITY LIBRARIAN	Vice President for Administration and Finance	UNIVERSITY PRESIDENT