

Republic of the Philippines **BULACAN STATE UNIVERSITY** City of Malolos, Bulacan PROCUREMENT OFFICE

QUOTATION NO. 24-04-0305

REQUEST FOR QUOTATION

Tel./ Fax (044) 798-7755 | Email: procurement@bulsu.edu.ph

- I. INSTRUCTIONS TO BIDDERS

 1. Please indicate the following information in your bid
- a. Company name, Address, Contact No., TIN, E-Address and delivery Period Bank name and Account no.
- b. Bidder's offer/warranty period (technical specifications/ brand) per item
- c. Unit Price, Total Price and Total Amount
 - d. Name of Bidder's Authorized Representative
 - e. Signature and Date

2. All Mandatory with asterisk (*)#4 must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/ disqualified.

Note: BulSU reserves the right to accept or reject any or all of the quotations to waive formally therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s

II. ELIGIBILITY AND OTHER REQUIREMENTS

Suppliers are required to submit the following documents simultaneous with submit of bid offer/s:

- 1. Valid and Current Mayor's / Business Permit
- 2. Valid and Current PhilGEPS Registration Certificate / Number
- 3. Income / Business Tax Return (for ABC's Above Php 500,000.00)

- 5. Philippine Contractors Accreditation Board License (Insfrastructure)
 - 6. Professional Liscense/Curriculum Vitae (Consulting Services)

4. Omnibus Sworn Statement (for ABC's above Php 50,000.00)

III. TO BE FILLED BY PROCUREMENT PERSONNEL

DATE CREATED

: APRIL 18, 2024

ENDUSER

:QAO

DEADLINE OF SUBMISSION MODE OF PROCUREMENT

: APRIL 23, 2024

PR. NO.

: G-2024-04-0424

Equipment [Sec. 52.1.b]

: SHOPPING-Ordinary/Regular Office Supplies &

APPROVED BUDGET FOR THE CONTRACT: 127,500.00

PURPOSE: AACCUP Accreditors, RQAT Evaluators, ISO Audit

			GENERAL NAME OF THE					
NO.	QTY.	UNIT	ITEM	REQUIRED ITEM SPECIFICATION	UNIT COST	BIDDER OFFERED SPECIFICATION	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(b*h)
1	150	pcs		Plastic Envelope with handle				(
2	150	pcs		Pencil				
3	150	pcs		Eraser				
4	150	pcs		Ballpen (black)				
5	150	pcs		Correction Tape				
6	150	pad		Yellow paper	***************************************			
7	150	pcs		Metal Pen Type: Fountain Pen Material: Metal				
8	150	pcs		Notebook Journal Cover Material: Faux Leather Page Size: A5 (5.70" x8.26") Page Quantity: 200	,			
-								
			BY LOT					
	AND DESCRIPTION OF THE PERSON		NOTE:					
			Please attach brochure and indicate days of delivery					
			Conduct a site inspection prior to submitting the quotation, for goods that require installation					
					T	OTAL OHOTED AMOUNT		The state of the s

	T	OTAL QUOTED AMOUNT		
V. MANDATORY TO	BE FILLED OUT BY BIDDER	IV. SIGNATURE OF AUTHORIZED PERSONNEL		
COMPANY NAME/		DATE OF CANVASS:		
SANK NAME*	:	Canvassed by:	COMMAND LAND COLOR CONTROL LANDON	
BANK ACCOUNT NO.	•			
ADDRESS*	:	Buyer's Name and Signature	Date	
'AX ID NO.*	:			
CONTACT NO.*	:			
MAIL ADDRESS*		Buyer's Name and Signature	Date	
DELIVERY PERIOD*	:			
idders Declaration:				
idders Declaration:		BY THE AUTHORITY OF THE PROCUREMENT OFFICE		
We have "Read and Agreed	with the instructions and Terms and Conditions" stated in this quotation and "Reviewed and Compiled" with detailed specifications signed by duly authorized representative of our company.	()		

Bidder's Authorized Representative (Printed Name and Signature)

Date

ATTY. JEAN TE B. ESPLANA

Head of Procurement Office

- 18-24

BulSU-OP-PU-03F3