



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

QUOTATION NO. 24-03-0179

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.

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.

Other instruction and Terms and Conditions please see it at the back of this page.

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

5. Philippine Contractors Accreditation Board License (Infrastructure)

6. Professional Liscense/Curriculum Vitae (Consulting Services)

III. TO BE FILLED BY PROCUREMENT PERSONNEL

DATE CREATED : MARCH 14, 2024

DEADLINE OF SUBMISSION : MARCH 19, 2024

MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT [Sec. 53.9]

ENDUSER : REGISTRAR

PR. NO. : F-2024-03-0120

APPROVED BUDGET FOR THE CONTRACT:

12,000.00

PURPOSE: FOR ATBULSU

NO.	QTY.	UNIT	GENERAL NAME OF THE 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)
			VEHICLE					
1	1	vehicle		Rental Service L3000: > Can fit 70 boxes of ATBulSU paraphernalias > An admissions representative will oversee and accompany the delivery >AM pick-up 3:00AM BulSU Main Campus to San Rafael Campus > Afternoon pick-up / Return to admission headquarters (Main Campus): 4:30 PM San Rafael Campus to BulSU Main Campus)				
2	1	vehicle		Rental Service L3000: > Can fit 70 boxes of ATBulSU paraphernalias > An admissions representative will oversee and accompany the delivery >AM pick-up 3:00AM BulSU Main Campus to Sarmiento Campus > Afternoon pick-up / Return to admission headquarters (Main Campus): 4:30 PM Sarmiento Campus to BulSU Main Campus)				
			BY LOT					
			NOTE:					
			Please attach brochure and indicate days of delivery					
			Conduct a site inspection prior to submitting the quotation, for goods that require installation					

TOTAL QUOTED AMOUNT

IV. MANDATORY TO BE FILLED OUT BY BIDDER

COMPANY NAME/

BANK NAME\* :

BANK ACCOUNT NO. :

ADDRESS\* :

TAX ID NO.\* :

CONTACT NO.\* :

EMAIL ADDRESS\* :

DELIVERY PERIOD\* :

Bidders Declaration:

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

BulSU-OP-PU-03F3

Revision: 2

ROIE 3.14.24

IV. SIGNATURE OF AUTHORIZED PERSONNEL

DATE OF CANVASS: \_\_\_\_\_

Canvassed by:

Buyer's Name and Signature

Date

Buyer's Name and Signature

Date

BY THE AUTHORITY OF THE PROCUREMENT OFFICE

ATTY. JEANETTE B. ESPLANA  
Head of Procurement Office

Date