

QUOTATION NO. 24-03-0206

## REQUEST FOR QUOTATION

Tel./ Fax (044) 798-7755 | Email: [procurement@bulsu.edu.ph](mailto: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<br>Bank name and Account no. | c. Unit Price, Total Price and Total Amount   |
| b. Bidder's offer/warranty period (technical specifications/ brand) per item                           | 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                   | 4. Omnibus Sworn Statement (for ABC's above Php 50,000.00)             |
| 2. Valid and Current PhilGEPS Registration Certificate / Number  | 5. Philippine Contractors Accreditation Board License (Infrastructure) |
| 3. Income / Business Tax Return (for ABC's Above Php 500,000.00) | 6. Professional License/Curriculum Vitae (Consulting Services)         |

### III. TO BE FILLED BY PROCUREMENT PERSONNEL

DATE CREATED : MARCH 21, 2024 ENDUSER : CICT

DEADLINE OF SUBMISSION : MARCH 26, 2024 PR. NO. : I-2024-03-0032

MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT [Sec. 53.9] APPROVED BUDGET FOR THE CONTRACT:

41,000.00

**PURPOSE: GRADUATION 2024**[illegible]

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 \_\_\_\_\_

## 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 \_\_\_\_\_

**BulSU-OP-PU-03F3**  
**Revision: 2**

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