



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.
- 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 26, 2024

DEADLINE OF SUBMISSION : APRIL 1, 2024

MODE OF PROCUREMENT : SHOPPING

ENDUSER : UNIVERSITY WIDE / CASHIER'S OFFICE

PR. NO. : G-2024-03-0318 / G-2024-03-0339

APPROVED BUDGET FOR THE CONTRACT:

191,512.00

PURPOSE: FOR OFFICE USE

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)
UNIVERSITY WIDE								
			BROTHER MFC-L3770CDW TONER					
1	6	pcs		Toner TN267 Yellow - Sarmiento -3pcs - CCJE -3pcs				
2	6	pcs		Toner TN267 Magenta - Sarmiento -3pcs - CCJE -3pcs				
3	10	pcs		Toner TN267 - Sarmiento -3pcs - CCJE -3pcs - GSO -4pcs				
4	6	pcs		Toner TN267 Black - Sarmiento -3pcs - CCJE -3pcs				
			BROTHER MFC-L3770CDW TONER					
5	35	pcs		Toner TN-2380 Black				
				Distribution: Procurement (10), Asset Management (10), Sarmiento (10), Bustos (5)				
CASHIER'S OFFICE								
6	1	pc		Toner Samsung 101S				
7	6	pcs		Ribbon Cart, Epson C13S015516 LX310				
8	1	pc		Toner Cart for Canon LBP 6000 (325, Black)				
			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 3.26.24

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

3-26-24