



REQUEST FOR QUOTATION
Tel./ Fax (044) 798-7755 | Email: procurement@butsu.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 License/ Curriculum Vitae (Consulting Services)

III. TO BE FILLED BY PROCUREMENT PERSONNEL

DATE CREATED : APRIL 18, 2024
DEADLINE OF SUBMISSION : APRIL 23, 2024
MODE OF PROCUREMENT : SHOPPING-Ordinary/Regular Office Supplies & Equipment [Sec. 52.1.b]
ENDUSER : SAN RAFAEL CAMPUS
PR. NO. : G-2024-04-0449
APPROVED BUDGET FOR THE CONTRACT: 56,200.00

PURPOSE: For San Rafael Campus (SRC) laboratory, office staff and faculty operation 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)
1	6	pack	Bed Sheet	Light Blue color, detachable, washable 0.5 kg, 36 x 80 Inches				
2	12	pcs	Curtain	for cubicle / clinic SPECIFICATIONS: Water Repellant Fire Retardant Easy to Hang Easy to Remove Autoclavable Washable Size: 54"W x 75"H Material: Polyester With free Rings color White				
3	9	pcs	Pillow Case	20 x 30 inches specification detachable, allergenic, washable.cotton color Light Blue				
4	9	pcs	Pillow	20 x 26 inches specification detachable washable.cotton, hypo allergenic				
5	10	set	Smock Gown	with BulSU logo Embroided : Circle, 2 inches fabric gabardine with chest pocket Size: XL (extra large)				
6	6	pcs	Throw Pillow & Cases	(black and gray), Satin or Silk, square or circle				
			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

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