

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

**QUOTATION NO. 24-04-0301** 

## 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
- Valid and Current PhilGEPS Registration Certificate / Number
- 3. Income / Business Tax Return (for ABC's Above Php 500,000.00)
  III. TO BE FILLED BY PROCUREMENT PERSONNEL

- 4. Omnibus Sworn Statement (for ABC's above Php 50,000.00)
- 5. Philippine Contractors Accreditation Board License (Insfrastructure)
- 6. Professional Liscense/Curriculum Vitae (Consulting Services)

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DATE CREATED DEADLINE OF SUBMISSION : APRIL 19, 2024

ENDUSER : REGISTRAR

: F-2024-04-0149

MODE OF PROCUREMENT

: APR IL 24, 2014 : SHOPPING-Ordinary/Regular Office Supplies &

PR. NO.

APPROVED BUDGET FOR THE CONTRACT:

Equipment [Sec. 52.1.b]

195,000.00

PURPOSE: For Registrar Office use.

NO.	QTY.	UNIT	GENERAL NAME OF THE	REQUIRED ITEM SPECIFICATION	UNIT COST	BIDDER OFFERED SPECIFICATION	QUOTED UNIT	TOTAL QUOTED
			ITEM (d)				PRICE (h)	PRICE
(a) (b) (c) 1 130 reams			(U)	(e) (f)  Transcript of Records Form  Color: Beige Pink Legal Size  Subs: # 80 lbs  Special Paper with BulSU Logo at the middle  110gsm  **see attached sample		(g)	u)	(b*h)
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				<del>ng andron ng ganggan ng paminggan ing paminggan ng pandagan ng pahin ng galam ng panggan ng pahin ng panggan ng I</del>	<del> </del>			
			PVIOT					
			BY LOT		<u> </u>			
			NOTE:					
			Please attach brochure and indicate days of delivery			-		
			Conduct a site inspection prior to submitting the quotation, for goods that require installation					
					Т	OTAL QUOTED AMOUNT		
COMP	ANDAT ANY NA NAME*	AME/	BE FILLED OUT BY BIDD	ER	IV. SIGNATURE OF AUTHORIZED DATE OF CANVASS:  Canvassed by:	PERSONNEL		
BANK	ACCOU	INT NO.	*					
ADDR			:		Buyer's Name and Signature		Date	
TAX II								
	ACT NO		:		Buyer's Name and Signature Date		Data	
	ERY PEI		*				Date	
				en e				
	s Declara /e "Read a			Conditions" stated in this quotation and "Reviewed an y authorized representative of our company.	BY THE AUTHORITY OF THE PROCUREMENT OFFICE			
			Division of the second		-	Hoad of Progurement Of		4-19-24
			Bidder's Authorized Re (Printed Name and S		Date	Head of Procurement Of	ince	Date
BulSt	J-OP-P	'U-03F3						
Revis	ion: 2							