



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

QUOTATION NO. 24-04-0312

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
 - 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 19, 2024	ENDUSER	: COE
DEADLINE OF SUBMISSION	: APRIL 24, 2024	PR. NO.	: I-2024-04-0068
MODE OF PROCUREMENT	: SMALL VALUE PROCUREMENT [Sec. 53.9]	APPROVED BUDGET FOR THE CONTRACT:	50,000.00

PURPOSE: For Faculty Appreciation Day.

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	1	lot	PHOTO AND VIDEO COVERAGE	Two Photographers Unlimited shots 40 pages 10" x 10" Coffee Table Book Save the Date Video On Site/Same Day Edit Video Three Videographer One Editor Aerial Videos Full Coverage of the Event Free USB Flash Drive for Photo and Video				
			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 Date
 (Printed Name and Signature)

IV. SIGNATURE OF AUTHORIZED PERSONNEL

DATE OF CANVASS: _____
 Canvassed by: _____
 _____ Date
 Buyer's Name and Signature
 _____ Date
 Buyer's Name and Signature

BY THE AUTHORITY OF THE PROCUREMENT OFFICE

ATTY. JEANETTE B. ESPLANA
 Head of Procurement Office

4-19-24
Date