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

QUOTATION NO. 24-03-0213

# 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 (Insfrastructure)
6. Professional Liscense/Curriculum Vitae (Consulting Services)

## III. TO BE FILLED BY PROCUREMENT PERSONNEL

DATE CREATED : MARCH 22, 2024
DEADLINE OF SUBMISSION : MARCH 27, 2024
MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT [Sec. 53.9]

ENDUSER : COED-LHS
PR. NO. : F-2024-03-0122
APPROVED BUDGET FOR THE CONTRACT: 3,960.00

*PURPOSE: FOR MOVING UP CEREMONY*

| NO. (a) | QTY. (b) | UNIT (c) | GENERAL NAME OF THE ITEM (d) | REQUIRED ITEM SPECIFICATION (e) | UNIT COST (f) | BIDDER OFFERED SPECIFICATION (g) | QUOTED UNIT PRICE (h) | TOTAL QUOTED PRICE (b*h) |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | pc | TARPAULIN | 22ft x 9 ft | | | | |
| | | | 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 — 3-22-24
Head of Procurement Office — Date

BulSU-OP-PU-03F3
Revision: 2

ROIE 3.22.24