



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

QUOTATION NO. 24-04-0244

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

2. All Mandatory *with asterisk (\*)*#4 must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/ disqualified.

c. Unit Price, Total Price and Total Amount

d. Name of Bidder's Authorized Representative

e. Signature and Date

*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 2, 2024

ENDUSER : GCSC EXTERNAL

DEADLINE OF SUBMISSION : APRIL 8, 2024

PR. NO. : F-2024-03-0117

MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT [Sec. 53.9]

APPROVED BUDGET FOR THE CONTRACT:

70,500.00

PURPOSE: FOR GUIDANCE AND COUNSELING CENTER - EXTERNAL CAMPUSES (APPROVED PMP 2024)

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	3	sets	MENTAL ABILITY TEST (MD5)	designed to assess mental ability quickly and easily over a wide range of educational and ability levels, saff selection, placement, and counseling. MD5 kit includes 50 Non-Reusable Test Booklets, Scoring Key, and Manual				
2	4	sets	COLLEGE ADJUSTMENT SCALE (CAS)	designed to identify college students who are experiencing psychological and adjustment problems. CAS Introductory kit includes CAS Professional Manual, 25 Reusable item booklets, and 25 Answer Sheets				
			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: \_\_\_\_\_

Buyer's Name and Signature Date

Buyer's Name and Signature Date

BY THE AUTHORITY OF THE PROCUREMENT OFFICE

ATTY. JEAN STE B. ESPLANA  
Head of Procurement Office

4-2-24  
Date

BulSU-OP-PU-03F3

Revision: 2

ROIE 4.2.24