



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

QUOTATION NO. 24-03-0231

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 Liscense/Curriculum Vitae (Consulting Services)

III. TO BE FILLED BY PROCUREMENT PERSONNEL

DATE CREATED : APRIL 11, 2024

DEADLINE OF SUBMISSION : APRIL 17, 2024

MODE OF PROCUREMENT : SHOPPING-Ordinary/Regular Office Supplies & Equipment [Sec. 52.1.b]

ENDUSER : UNIVERSITY WIDE

PR. NO. : G-2024-03-0318

APPROVED BUDGET FOR THE CONTRACT: 185,850.00

PURPOSE: FOR OFFICE 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)
UNIVERSITY WIDE								
			BROTHER MFC-L3770CDW TONER					
1	6	pcs		Toner TN267 Yellow - Sarmiento -3pcs - CCJE -3pcs				
2	6	pcs		Toner TN267 Magenta - Sarmiento -3pcs - CCJE -3pcs				
3	10	pcs		Toner TN267 - Sarmiento -3pcs - CCJE -3pcs - GSO -4pcs				
4	6	pcs		Toner TN267 Black - Sarmiento -3pcs - CCJE -3pcs				
			BROTHER MFC-L3770CDW TONER					
5	35	pcs		Toner TN-2380 Black				
				Distribution: Procurement (10), Asset Management (10), Sarmiento (10), Bustos (5)				
			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

for Jeanette B. Esplana

ATTY. JEANETTE B. ESPLANA

Head of Procurement Office

4-11-24

Date