



## REQUEST FOR QUOTATION

Date Posted: \_\_\_\_\_  
Method of Procurement: \_\_\_\_\_ Shopping   Small Value Procurement  
PhilGEPS Posting Control Number: BASC2022-09-158  
Procurement Title and Description: Supply and Delivery of Printer and Scanner for GSSTU Office  
(Please See Canvass for Details)  
Approved Budget for the Contract (ABC): 59,000.00  
End-User Unit/Office: GSSTU

The Supplier/Distributor/Contractor: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Dear Supplier/Distributor/Contractor:

In accordance with conditions provided in R.A. 9184 and its revised Implementing Rules and Regulations (October, 2016) the Bulacan Agricultural State College, in order to promote economy and efficiency resort to any of the alternative methods of procurement provided in Rule XVI of the IRR of RA 9184.

As **PhilGEPS registered** supplier/distributor/contractor, we are formally requesting for quotation as per hereto attached procurement details (canvass form) to be submitted during office hours on or before 5 calendar days after this RFQs been received. As alternative for hand carry submission, the electronic submission of quotation is acceptable.

The BAC will evaluate all received quotations and recommend to the College President the Award of Contract in favor of the supplier/distributor/contractor with the single or lowest calculated and responsive quotation.

Very truly yours,

**RONALD REAGAN T. ALONZO, PH. D.**  
Vice President for Administration and Finance & BAC Chair

PS. Please acknowledge receiving copy of this Request for Quotation

Name/Position: \_\_\_\_\_  
Signature over printed name

Date: \_\_\_\_\_



Republic of the Philippines  
**BULACAN AGRICULTURAL STATE COLLEGE**  
 REQUEST FOR QUOTATION

Document No.: BASC-PRO-QSF-02  
 Rev. No.: 00  
 Effectivity Date: 06/03/2019

Project Reference Number: \_\_\_\_\_  
 Name of the Project: \_\_\_\_\_  
 Location of the Project: \_\_\_\_\_

Date: \_\_\_\_\_  
 Quotation No. \_\_\_\_\_

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

*Ababa*  
 \_\_\_\_\_  
 CORAZON R. ABABA  
 Procurement Officer

- NOTE:
1. THE APPROVED BUDGET FOR THE CONTRACT IS \_\_\_\_\_.
  2. ALL ENTRIES MUST BE TYPEWRITTEN.
  3. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS.
  4. WARRANTY SHALL BE FOR A PERIOD OF three (3) MONTHS FOR NON-EXPENDABLE SUPPLIES ONE (1) YEAR NON-EXPENDABLE SUPPLIES FROM DATE ACCEPTANCE BY THE PROCURRING ENTITY.
  5. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS.
  6. PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
  7. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED.

ITEM No.	Unit	Item Description	Qty	UNIT PRICE	TOTAL
1	Unit	Portable Printer 3 in 1 long	1		
	Unit	Scanner, Colored, Double Sided, Feeder	1		

Warranty: \_\_\_\_\_  
 Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

\_\_\_\_\_  
 Printed Name / Signature  
 \_\_\_\_\_  
 Tel. No. / Cellphone No.  
 e-mail address  
 \_\_\_\_\_  
 Date