



REQUEST FOR QUOTATION

Date Posted: _____
Method of Procurement: Shopping Small Value Procurement
PhilGEPS Posting Control Number: BASC2023-05-080
Procurement Title and Description: Supply and Delivery of Office Supplies for 2nd Quarter (Ink)
(Please See Canvass for Details)
Approved Budget for the Contract (ABC): 164,000.00
End-User Unit/Office: Administration

The Supplier/Distributor/Contactor: _____
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: _____



REQUEST FOR QUOTATION

Date Forged: _____
 Method of Procurement: _____
 Project's Fiscal Control Number: B 152-2011-05-000
 Program: _____
 Approved Budget for the Contract: BAC: 105,000.00
 Project Name: _____

The Supplier/Contractor's name: _____
 Business Address: _____

Dear Supplier/Contractor/Company:

In accordance with conditions provided in B.A. 152-2011-05-000 and its related Procurement Rules and Regulations (B.A. 152-2011-05-000), the Bulacan Agricultural State College is hereby inviting you to submit a quotation for the purchase of _____.

The alternative methods of procurement provided in Rule XV of the IRR of RA 9154.

As Bidders registered suppliers/subcontractors, you are formally requesting for quotation as per attached form. The details of the contract to be awarded shall be available for your review at the office hours of the BAC. The BAC will evaluate all bids in accordance with the terms and conditions of the Request for Quotation (RFQ) and award the contract to the lowest bidder. The BAC will also calculate and respond to any questions received. The BAC will also be responsible for the award of the contract.

Submission of your quotation is required.

Very truly yours,

 BUREAU CHIEF
 Office of Bids and Awards Committee

I have acknowledged receipt of this Request for Quotation.

 Signature over printed name

 Date