



**REQUEST FOR QUOTATION**

Date Posted: \_\_\_\_\_  
Method of Procurement: \_\_\_\_\_ Shopping \_\_\_\_\_  Small Value Procurement  
PhilGEPS Posting Control Number: BASC2024-01-007  
Procurement Title and Description: Supply and Delivery of Office Supplies 1st quarter 2024(Regular)  
*(Please See Canvass for Details)*  
Approved Budget for the Contract (ABC): 353,000.00  
End-User Unit/Office: Administration

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 an 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: \_\_\_\_\_