



Solicitation GDS-AMP-25-246

REQUEST FOR QUOTATIONS

Project Title:	Purchase of Office Supplies to be used in the Auxiliary Services Offices		
ABC:	PhP68,800.00	Fund Source:	F-01
Mode of Procurement	Shopping (Section 52.1.b)	Mode of Evaluation	Per Item
Implementing Office/ End-user/s:	SPMO/ARLENE M. MALAGUEÑO	Delivery Period/s:	Thirty (30) cd after receipt of Purchase Order
Required Document/s:	<div><input checked="" type="checkbox"/> Mayor's Permit</div> <div><input checked="" type="checkbox"/> PhilGEPS Registration Number</div> <div><input type="checkbox"/> Income/Business Tax Return</div> <div><input type="checkbox"/> Omnibus Sworn Statement</div> <div><input checked="" type="checkbox"/> Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated)</div> <div><input checked="" type="checkbox"/> If Representative, Please attach SPA (Special Power of Attorney) or Authorization Letter from the owner</div>		
Price Validity: 45 calendar days			

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions provided at the last portion, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than JUN 25 2025 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

FRANCISCO D. SERRANO
UBAC Secretariat for Goods & Services

After having carefully read and accepted the Terms, Conditions and Description/Specification, I/We comply and submit our quotation/s for the item/s as follows:

Item	Qty/ UOM	Description	ABC	Compliance to Specification		Offer	Unit Price	Total
				YES	NO			
1	5piece	Accession Record	750.00					
2	5roll	Acetate Plastic cover, Transparent	5,500.00					
3	2pack	Board paper white, 220 gsm, 8.5" x 13	150.00					
4	50piece	Correction Tape 8 x5mm, assorted colors	1,250.00					
5	5bottle	Ink for stamp pad blue, 50ml	650.00					
6	12piece	File box with cover wide side rail, blue, L-16", W-11, H-10"	5,400.00					
7	5pack	Folder Long, White, Ordinary (100pcs/pack)	2,250.00					
8	5pack	Folder White (expandable) Long (100's/pack)	9,500.00					
9	30box	Index Tab Transparent, Self-adhesive, assorted colors, 5 sets per box, one set composed of two pcs 6" tab strips and 2 complete alphabets	3,000.00					
10	10 pad	Index Card 5" x 8"	750.00					
11	20piece	Multimark 1523 permanent marker for OHP, CD, Glass, Plastic, Metal etc; color black, 0.5 tip	2,750.00					



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City

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university-bac@bicol-u.edu.ph

12	60yard	Metallic foil gold, green, red, silver, blue, fushia	3,600.00					
13	1pack	PVC Plastic Book Cover 300 microns, legal size, 100/pack	1,800.00					
14	20piece	Record Book 300 pages, size: 214mm x 278mm min	2,000.00					
15	5 pad	Specialty Paper White, letter, 200gsm, 100's	1,900.00					
16	5pad	Stamp Pad felt, blue	250.00					
17	5pack	Self-adhesive Label S202, 27mm x 37mm (gold label)	600.00					
18	50pad	Sticky Notes page marker (0.5in x 2in)	2,500.00					
19	30pack	Sticker Paper White, A4 High-Gloss White, 80GSM, 10pcs/pack	1,500.00					
20	40pack	Sticker Paper White, A4 Size, 10pcs/pack	2,000.00					
21	60roll	Tape Transparent, 24mm	1,200.00					
22	20piece	Validating Pen Fine, Black	1,700.00					
23	20pack	Vellum Board Paper White, 220gsm, legal, regular	1,400.00					
24	20pack	Vellum Board Paper Pale Cream, 220 gsm, 8.5" x 11	1,200.00					
25	20pack	Vellum Board Paper Cream, 220 gsm, 8.5" x 13	1,400.00					
26	20pack	Vellum Board Paper Pink, 220 gsm, 8.5" x 13	1,400.00					
27	20pack	Vellum Board Paper Green, 220 gsm, 8.5" x 13	1,400.00					
28	20pack	Vellum Board Paper Blue, 220 gsm, 8.5" x 13	1,400.00					
29	20pack	Vellum Board Paper Yellow, 220 gsm, 8.5" x 13	1,400.00					
30	20pack	Vellum Board Paper Orange, 220 gsm, 8.5" x 13	1,400.00					
31	20pack	Vellum Board Paper Gray, 220 gsm, 8.5" x 13	1,400.00					
32	15pack	Vellum Board Paper White, A4, 180gsm	900.00					
33	15pack	Vellum Board Paper Blue, A4, 180 gsm	900.00					
34	15pack	Vellum Board Paper Cream, A4, 180 gsm	900.00					
35	15pack	Vellum Board Paper Green, A4, 180 gsm	900.00					
36	15pack	Vellum Board Paper Yellow, A4, 180 gsm	900.00					
37	15pack	Vellum Board Paper Pink, A4, 180 gsm	900.00					
			TOTAL BID PRICE:					

Printed Name/Signature/T.I.N. #

Contact Numbers/e-mail address



14. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
15. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.
16. In case of two bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, The Bicol University shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
17. Payment shall be made after delivery and upon the submission of the required supporting documents i.e Order Slip and/or Billing statement, by the supplier, contractor or consultant.
18. The item/s shall be delivered according to the accepted offer of the bidder.
19. Item/s deliver shall be inspected on the scheduled date and time of the Bicol University. The delivery of the item/s shall be acknowledge upon the delivery to confirm the compliance with the technical specification.
20. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Bicol University may terminate the contract one the cumulative amt. of liquidated reaches ten percent (10%) of the amt. of the contract, w/out prejudice to other to other courses of action and remedies open to it.
21. The Procuring Entity may cancel or terminate the Contract at any time on accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.