



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
Telefax: (052) 830-4310
university-bac@bicol-u.edu.ph

Solicitation #GDS-AMP-25-308

REQUEST FOR QUOTATIONS

Project Title:	Purchase of Office and Other Supplies for use at BU Admissions Office		
ABC:	PhP221,460.00	Fund Source:	F-05
Mode of Procurement	Shopping (Section 52.1.b)	Mode of Evaluation	Per Item
Implementing Office/ End-user/s:	AO/HENNIE PAMA-LOMIBAO	Delivery Period/s:	Fifteen (15) 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 AUG 06 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 and Conditions, I/We submit our quotation/s for the item/s as follows:

Item	Qty/ UOM	Description	ABC	Compliance to Specifications		Unit Price	Total	Remarks
				YES	NO			
1	30-pcs	Merit File Storage box, Size 12" Wx10"Hx15"L	9,000.00					
2	1500-pcs	Folder Short, White (eagle) 16pts.	12,000.00					
3	500-pcs	Folder Long, White (eagle) 16pts.	5,000.00					
4	24-roll	Tape, masking 24mm, 50mtrs. Croc tape	1,440.00					
5	36-roll	Tape, masking 48mm, 50mtrs. Croc tape	2,160.00					
6	24-roll	Tape, Transparent 24mm	720.00					
7	24-roll	Tape, Transparent 48mm	1,200.00					
8	24-roll	Tape, Packaging 2"	1,800.00					
9	5-box	Ballpoint pen (.5) black, 50's/bx	2,500.00					
10	5-box	Ballpoint pen (.5) blue, 50's/bx	2,500.00					
11	3-box	Ballpoint pen (.5) Red. 50's/bx	1,500.00					
12	10-pcs	Eraser	600.00					
13	10-box	Sign pen iTech needle Tip, black (.5mm), 12's/bx	4,000.00					
14	10-box	Sign pen iTech needle tip, blue (.5mm), 12's/bx	4,000.00					
15	10-box	Sign pen iTech needle tip, red (.5mm), 12's/bx	4,000.00					
16	10-box	Marker, Permanent, bullet type, black, 12's/box	5,000.00					
17	10-box	Marker, Permanent, bullet type, blue 12's/box	5,000.00					
18	10-pcs	Scissor, Heavy duty (6")	1,500.00					
19	36-pcs	Data File Box (blue)	6,480.0					
20	24-pcs	Correction Tape, 5mm x 13m	840.00					
21	10-packs	Highlighter pen, 3's/pck	1,500.00					
22	8-pcs	Cutter knife, Heavy duty	1,600.00					



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23	30-reams	Paper One, Multicopy, 80gsm 210mmx297mm	7,800.00					
24	30-reams	Paper One, Multicopy, 80gsm 216mmx330mm	8,700.00					
25	1-roll	Plastic cover gauge #6	2,500.00					
26	5-pcks	Plastic transparent, 14x20 100pcs/pck	10,000.00					
27	2-pcks	Plastic .003 thickness, 20x30 50pcs/pck, white horse	3,000.00					
28	6-box	Whiteboard Marker Black, 12's/box refillable	3,000.00					
29	200-pcs	Plastic Envelop Transparent (Long)	3,000.00					
30	100-pcs	Solid Plastic Folder (Short) assorted Color	1,500.00					
31	10-box	Rubber Band 350g (Thick)	3,000.00					
32	24-box	Staple wire, 10mm HD-3LS, 1000pcs. (1210 FA-H)	4,800.00					
33	24-box	Staple wire standard	1,200.00					
34	80-reams	Paper, Substance 24 80gsm, ultra white, Short	20,000.00					
35	60-reams	Paper, Substance 24 80gsm, ultra white, Long	16,500.00					
36	5-reams	Paper, Multi Purpose A3 70gsms, 500's	2,750.00					
37	15-packs	Photopaper, A4 210gsm 10's/pck	3,000.00					
38	15-packs	Sticker paper (matte), A4 175gsm 20's/pck	2,250.00					
39	20-bxs	Paper Fastener Metal	1,200.00					
40	24-pcs	Sticky Note 3x3 100sheets	360.00					
41	24-pcs	Sticky Note 4 in 1	360.00					
42	1-pc	8 digit Automatic Numbering Machine	700.00					
43	50-pcs	Acetate Film PVC binding Cover 200 microns(long)	1,000.00					
44	2-pcs	Tape Dispenser BIG	1,000.00					
45	20-pcs	Natural Sanitizer Alcohol w/ aloe vera & tea tree (1000ml)	8,000.00					
46	4-gal	Anti-Bac floor Cleaner w/ bleach 1 gal	1,800.00					
47	4-pcs	3 in 1 window Cleaning Brush Glass Wiper w/ Spray doubled-sided window cleaning squeegee	1,200.00					
48	6-pcs.	Anti Denque Mosquito Killer Spray (600ml)	3,000.00					
49	6-pcs.	Air Freshner Lavender Vanilla 275g Air effects Spray	3,000.00					
50	10-pcs.	Anti Slip Bathroom Mat 60x40cm	1,500.00					
51	6-pcs.	Entrance welcome Door PVC Mat Rubberize 58cm x 36cm (deep gray)	1,200.00					
52	20-pcs.	Bathroom Deodorizer w/ holder 50g	1,000.00					
53	20-pcs.	Germicidal Soap Green freshen 135g	1,200.00					
54	10-pcks.	Bathroom Tissue soft paper 10 rolls/3ply per packed	2,000.00					
55	10-btls.	Disinfectant Spray, Citrus & Greens 300gms. Kills 99.9% of germs and viruses.	6,000.00					
56	20-pcs	Day Light Basic Series LED bulb 15 watts	5,000.00					
57	4-pcs	Softbroom	800.00					
58	6-pcs	Hardbroom	300.00					
59	2-pcs	Quality Dust Pan Big Colored	300.00					
60	3-set	Spin Mop w/ Spinner and Bucket Tornado Mop 360 Easy Microfiber Rotating Floor Cleaning	4,500.00					
61	2-pcs	Heavy duty Handheld Tape Dispenser (4-5cm)	1,000.00					
62	2-pcs	*12 Stapling Depth Long Arm Stapler	1,200.00					
63	1-pc	4x8 White Board w/frame wall mount	6,500.00					
TOTAL BID PRICE:								

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

Contact numbers/e-mail address



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TERMS & CONDITIONS

1. All entries must be typewritten or in BLOCK LETTERS;
2. Bidders shall provide correct and accurate information required in this form.
3. The following shall be observed in accomplishing the Quotation/Proposal forms:

Item	Qty UOM	Description	ABC	Compliance to Specification		Offer	Unit Price	Total
				YES	NO			
TOTAL BID PRICE:								
<i>1. Check if compliant with the specifications or not;</i>								
<i>2. State the Brand/Model offered and /or alternate offer if checked "NO" in the compliance;</i>								
<i>3. State the Unit Price in accordance with the UOM;</i>								
<i>4. State the TOTAL Bid Price for all Items with Bid</i>								

4. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;
5. Price quotation/s must be valid for a period of **45 calendar days** from the submission date.
6. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, and quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Cash on Delivery (C.O.D.) as payment term is not allowed per agency Accounting Policy.
8. Payment Term and/or Delivery Term indicated shall be understood to be in adherence with the standard Government Terms and/or conditions stipulated in these forms;
9. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
10. Proposal/Quotation forms issued by the designated canvasser or those acquired electronically, either downloaded from the BU website or the PhilGEPS or requested thru e-mail, shall bear original signature over printed name of the authorized representative of the bidder;
11. Submission of proposal/quotation forms through e-mail shall be allowed, specifically for suppliers outside the Province of Albay, provided that the originally signed forms shall be transmitted to BAC Secretariat through courier; non-receipt of which shall automatically disqualify the bids;
12. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
13. Proposals and documents shall be submitted on the following address:
The BAC Chairperson
2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
(052) 742-5922
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.