



REQUEST FOR QUOTATIONS

Solicitation No: LR_2025_08-0026

Project Title:	Purchase of Office Equipment, Furniture and Fixtures to be used in the BU Polangui Extension Office		
ABC:	Php 122,000.00	Fund Source:	F-05
Mode of Procurement	Small-Value Procurement	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	Edward B. Pescuela	Delivery Period/s:	30 Days
Required Document/s:	<div><input checked="" type="checkbox"/> Mayor's Permit</div> <div><input checked="" type="checkbox"/> PhilGEPS Registration Number</div> <div><input checked="" type="checkbox"/> Tax Clearance</div> <div><input type="checkbox"/> Income & Business Tax Return</div> <div><input checked="" type="checkbox"/> Omnibus Sworn Statement</div>		

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 21 AUG 2025 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

Aileen V. Hilutin
AILEEN V. HILUTIN
BAC Secretariat

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	Compliance to Specifications		Remarks	Unit Price
			YES	NO		
1	1 unit	Laptop 13-inch display, High-Speed chip with 8-core CPU and 10-core GPU, 16GB Unified Memory, 512GB SSD				
2	1 unit	Speaker Foldable handle; Splash proof; AI Sound Boost Multi-speaker connection; Dual Mic & Guitar Inputs Features: Powerful Pro Sound, Futuristic lightshow, Up to 18 hours of play time, Telescopic handle and wide, sturdy wheels, Splash proof, AI Sound Boost, Multi-speaker connection by Auracast, Dual Mic & Guitar Inputs,Made in part with recycled materials				
3	1 unit	Printer Stand with Charging Station, 23.6 x 18.9 Inch Large Printer Stand with Storage for Home Office, Printer Table with Power Outlet USB Port, Printer Shredder Stand with Wheels, Black Item Weight 22 pounds Product Dimensions 18.89 x 23.62 x 30.31 inches				



		Color Brown Material Type Alloy Steel			
4	1 unit	Office Steel Storage File Cabinet Vertical Metal 4 Drawer Easy Assemble Filing Steel Cabinet Fitting: 4 drawer H1330*W454*D620mm Thickness: 0.5mm Color: Grey			
5	1 unit	Heavy Duty 4-Layer Welded Frame Adjustable Shelves Materials: Cold Rolled Steel Function: Storage equipment Storage Shelves Dimension: 200*60*200CM Weight.82.6KG Weight Capacity:500LY: 500kg/Layer 200LY: 200kg/Layer			
Delivery Compliance:			BID PRICE:		
Payment Term:			Price Validity:		

Note: Provide specific brand & model (for equipment & devices) under remarks or technical details of offer to determine compliance of the minimum Technical Specifications.

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

Contact numbers/e-mail address



BIDS AND AWARDS COMMITTEE

Bicol University Polangui, Centro Occidental, Polangui, Albay
bac-polangui@bicol-u.edu.ph

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	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:		BID PRICE:			
Payment Term:		Price Validity			

1. Check if compliant with the specifications or not;
2. State the brand/model offered and/or alternate offer if checked "NO" in the compliance;
3. State the bid price in accordance with the UOM.

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. Bids with no 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. *The document requirements which shall be submitted with the proposals/quotations shall be in accordance with Annex "H", Appendix A (Documentary Requirement for Alternative Methods of Procurement) of the 2016 IRR of R.A. 9184; the notarized Omnibus Sworn Statement shall be submitted by winning bidder;*
14. Proposals and documents shall be submitted on the following address:

The BAC Chairperson
Bicol University Polangui
BAC Office, Centro Occidental, Polangui, Albay
09104618693 or bac-polangui@bicol-u.edu.ph

15. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
16. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.