



REQUEST FOR PROPOSAL

Project Title:	Provision of labor/installation and materials for the Blinds curtain in Nursing Department		
ABC:	Php 300,000.00	Fund Source:	F05 Fiduciary RLE
Mode of Procurement:	Negotiated Procurement under Small Value(Section 53.9)	Mode of Evaluation:	By lot
Implementing Office/ End-user/s:	Nursing Department/Prof. Ma. Teresa Madrilejos	Delivery Period/s:	30 days upon receipt of Letter Order
Required Document/s:	<div><input type="checkbox"/> Mayor's Permit</div> <div><input type="checkbox"/> PhilGEPS Registration Number</div> <div><input type="checkbox"/> Tax Clearance</div> <div><input 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 10/20/25 sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (X) shall automatically disqualify the bids.

JOHN B. BROTAMANTE
BAC Chairperson

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

Item	Unit	Qty	Description	ABC	Compliance to		Remarks	U/Price
					YES	NO		
1	1 lot/ 7 windows		Labor/installation and materials for Blinds Curtains (Venetian Blinds) Color-Light Green or Gray Department Head Office Window 1- Width-240cm, Height-130cm Window 2- Width-160cm, Height-130cm Level Coordinator Office Window 1-Width-240cm, Height-130cm Faculty Office Window 1 - Width-325cm, Height-130cm Window 2 - Width-340cm, Height-130cm Window 3 - Width-210cm, Height-130cm Window 4 - Width-160cm, Height-130cm					
Delivery Compliance:				TOTAL BID PRICE:				
Payment Term:				Price Validity:				

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

Served by/Date: _____

Contact numbers/e-mail address



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:

				1	2	
Item	Qty/ UOM	Description	ABC	Compliance to Specifications	Remarks	U/Price
				YES	NO	
1						
Delivery Compliance:			TOTAL BID PRICE:			3
Payment Term:			Price Validity			4

- 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 unit price in accordance with the UOM;
- 4. State the TOTAL bid price for all items with bid.

- 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. 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;
- 8. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
- 9. 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;
- 10. 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;
- 11. 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;
- 12. 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 which cost of award is Php50,000.00 and above;
- 13. Cash on Delivery (C.O.D.) as payment term is not allowed per agency Accounting Policy.
- 14. Proposals and documents shall be submitted on the following address:

BAC Office
Bicol University Tabaco, New Administration Building
M. H. Del Pilar St. Tayhi, Tabaco City
butc-bac@bicol-u.edu.ph

- 15. The Bicol University Tabaco -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.

