



REQUEST FOR QUOTATIONS

Solicitation No: LR_2025_10-0049

Project Title:	Purchase of Office Equipment to be used in the BU Polangui Guidance Office and in the Approved Research Studies of BU Polangui Personnel and the Research Office		
ABC:	Php 587,000.00	Fund Source:	F-05
Mode of Procurement	Small-Value Procurement	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	April Joy B. Nuez, Ruby Liza M. Capate	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 15 OCT 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	Bluetooth Speaker and Microphone, 240W output,45Hz Dynamic Frequency, 2.4 Ghz Bluetooth Frequency, 18-20 hrs. playing time, 3.5-4.0mm audio cable input, IPx4/IPx5, UHF Microphone				
2	1 unit	Laptop, thin/slim, 14" WUXGA, 4.30 GHz P-cores- 4.90, 32 GB DDR5-5600MT/s, 512 GB SSD, Wi-Fi 6 2x2 AX, Bluetooth 5.3, Windows 11 Home Single Language 64, with Microsoft Home and Student (Lifetime)				
3	1 unit	Smart phone (Android 15 with One UI 7, up to 6 generations of OS upgrades and 6 years of security updates, 5,000 mAh, Cellular: 5G, 4G LTE, 3G, 2G; Dual SIM (nano + eSIM), 128GB , 8GB RAM, free Charger				
4	1 unit	Document Scanner, 30ppm/60 imp duplex, 20 sheets ADF capacity, 600 dpi, with Wi-Fi connectivity, advanced image correction, compatible with Windows (7-11) and macOS (10.11-13.x), 11.7 x 4.1 x 4.9 in., 3.85 lbs.				



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bac-polangui@bicol-u.edu.ph

	1 unit	Laptop, Black - Intel Core i7-13700HX processor (30 MB Smart Cache, 2.1 GHz Performance-core with Intel Turbo Boost Max Technology 3.0 up to 5.0 GHz, overclock capable) 1x 16GB of DDR5 4800Mhz system memory 512GB PCIe Gen4, 16 Gb/s, NVMe 16inch display with IPS (In-Plane Switching) technology, WQXGA 2560 x 1600, high-brightness (500 nits) LED-backlit TFT LCD, supporting 240 Hz NVIDIA GeForce RTX 4060 with 8GB of dedicated GDDR6 VRAM Killer Wireless Wi-Fi 6E 1675i 802.11 a/b/g/n/ac/ax + Bluetooth 5.2 Windows 11 Home				
6	1 unit	Laptop, 13.3-inch (diagonal) LED-Backlit display with IPS Technology; 2560x1600 native resolution; 8-core CPU with 4 performance cores and 4 efficiency cores, 7-cores GPU, 8-cores CPU, 16-core neural engine, battery and power: built-in 49.9 watt-hour lithium-polymer battery, 30W USB-C power adapter; memory: 8GB unified memory (configurable to 16GB, storage 256GB SSD; wireless: Wi-Fi 802.11ax WiFi 6 wireless networking, bluetooth 5.0 wireless technology, pre-installed MS office, with bag, with warranty				
7	1 unit	Tablet, 13 inch Display 256GB Storage Wi-Fi model Connectivity Processing Capacity, 8-core CPU with 4 performance cores and 4 efficiency cores, 9-core GPU, Hardware-accelerated ray tracing, 16-core Neural Engine, 8GB RAM Media Engine, Hardware-accelerated 8K HEVC, 4K H.264, ProRes, and ProRes RAW, Video decode engine, Video encode engine, ProRes encode and decode engine, AV1 decode				
8	1 unit	Android phone, 6.7 FHD Super AMOLED; 50MP (W) 5MP (UW); 2MP (M) 13MP (F); 5000mAh battery; 8GB RAM + 256 GB Storage; Exynos 1330; Octa-core 2.4GHz; Android 14 5G; Color: Blue Black/ Gold				
9	1 unit	Printer, Multifunction: Print, Scan, Copy & Fax with 30-sheet Automatic Document Feeder (ADF); Auto-duplex printing (double-sided) supported; Print speeds: approx 15.5 ipm black, 8.5 ipm colour in ISO tests; up to 33 ppm (draft mode) B/W; Print resolution: up to 4800 x 1200 dpi; High page yield: up to 7,500 black pages, 6,000 colour pages with included ink bottles; Supports Wi-Fi, Wi-Fi Direct, Ethernet; mobile/cloud printing, Smart Panel app; Fax with 100-page receive memory; Input capacity: approx 250 sheets plain paper; output about 30 sheets				
10	1 unit	Printer, Multifunction: Print, Scan & Copy with a 35-sheet ADF; Auto-duplex printing (A4 double-sided) supported; Print speeds: approx 17 ipm				



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		black, 9.5 ipm colour (ISO); draft speeds up to ~37 ppm (black) / 23 ppm (colour); Resolution: 4800 × 1200 dpi; Page yield: up to 7,500 black and 6,000 colour pages per set of replacement ink; Paper handling: 250-sheet front tray + support for various paper/media types; outputs about 30 sheets plain paper; Connectivity & features: Wi-Fi, Wi-Fi Direct, Smart Panel app; pigment ink (better durability, water/smudge resistance); Physical / general: weight ~7.3 kg; built for business use with low running costs.				
11	1 unit	Document Scanner, built-in Automatic Document Feeder, can easily scan stacks of business cards and documents of up to a3 size, duty cycle up to 3,000 pages per day, scan speed up to 26ppm/52ipm (300dpi), one-pass duplex scanning. Document capture pro software, scan 50gsm to 209gsm.				
12	1 unit	Aircondition, Cooling capacity: ~10,200 kJ/h (ranges ~2,600-11,400 kJ/h); Rated power: ~900 W (range ~220-1,100 W); Rated current: ~5.5 A; Energy Efficiency Ratio (EER): ~11.3 kJ/W-h (range 10-13.9); CSPF / Star rating: ≈ 4.34 / 5 stars; Area suited: 14-18 m² (unloaded space); Sound levels (Hi/Mid/Low): ~50 / 46 / 42 dB(A); Dimensions (unit): ~450 × 640 × 350 mm; Net weight: ~28 kg; Gross ~30.5 kg; Refrigerant: R-32, charge ~340g; Additional features: Full DC inverter, multi-stage air filtration, quick cooling, smart controller, soft touch panel, wide voltage range, soft start-up, auto swing, etc.				
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



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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	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.