



Solicitation GDS-AMP-25-499

REQUEST FOR QUOTATIONS

Project Title:	Purchase of Semi-Expendable Furniture & Fixtures for use at PrMO		
ABC:	PhP150,000.00	Fund Source:	F-05
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	One Lot
Implementing Office/ End-user/s:	PRMO/ VINCENT A. OROZCO	Delivery Period/s:	Seven (7) cd after receipt of Notice to Proceed
Required Document/s:	☒ Mayor's Permit ☒ PhilGEPS Registration Number ☐ Income/Business Tax Return ☒ Omnibus Sworn Statement ☐ Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated) ☒ If Representative, Please attach SPA (Special Power of Attorney)		
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 OCT 27 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	Compliance to Specification		Offer	Unit Price	Total
			YES	NO			
1	2-unit	Ergodynamic Boss Executive High-back Synthetic Leather Chair Base Type: Chromed Steel Base Size: 350mm Base Capacity 200kgs Chair Seating Capacity: 125kgs Features: Multi position Tilt-lock function, Pneumatic Height Adjustment, 360° Swivel Function					
2	1-unit	Executive Office Table Description: Made of MDF and melamine, is wear-resistant, waterproof, and corrosion-resistant, ensuring a long service life. It features customizable options including size and color, with dimensions of L1600mmxW1600mmxH750mm					
3	4-unit	Metal Storage Rack Fitting: 4 drawer H1330*W454*D620mm Thickness: 0.5mm Color: Gray					



BIDS AND AWARDS COMMITTEE

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

Mobile No. 09171874046

Telefax: (052) 830-4310

university-bac@bicol-u.edu.ph

4	3-unit	4 Drawer Vertical Filing Cabinet Features: Cabinet with Central Lock Plastic Handle with label slot Anti-tipping mechanism only allows 1 drawer to open at a time Material/Description: Powdered coated metal, gauge 21, plastic roller for railing Color: Light Gray Dimensions (LxWxH): 45.6X62X133.1cm					
5	1-unit	Mobile Pedestal Cabinet Material: Metal Dimension (LxWxH): 40wx50Dx65Hcm Color: Light Gray					
6	1-unit	Metal Cabinet Sliding Glass Doors with keys, 5 layers' adjustable shelf, Description: Brand: QACE Color: White Thickness: 21 gauge or 0.88mm Material: Steel Powder Coated Paint Weight: 50kg Rust-Proof Size: W-40cm, L-90cm, H-18cm					
7	1-unit	Medium Size File Racks with Drawers Dimension: see attached detailed specification Material: Wooden Type 4 Drawers 2 Cabinets with 1 divider 2 Layers per Cabinet 2 Drawers at the top of each cabinet cut-out handles on drawers and cabinet door for easy access with wheels and locking for easy mobility Size: L160cmxW40cmxH80cm					
			TOTAL BID PRICE:				

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

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:

Item	Qty UOM	Description	ABC	Compliance to Specification		Offer	Unit Price	Total
				YES	NO			
TOTAL BID PRICE:								

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. 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.













