



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

Solicitation GDS-AMP-25-316-01

REQUEST FOR QUOTATIONS

Project Title:	Purchase of Supplies and Materials for use at the Office of the President		
ABC:	PhP 149,960.00	Fund Source:	F-05
Mode of Procurement	Shopping (Section 52.1.b)	Mode of Evaluation	Per Item
Implementing Office/ End-user/s:	OP / REINA O. HABALO	Delivery Period/s:	Seven (7) cd after receipt of Purchase Order
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 **NOV 07 2025 9AM** 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	ABC	Compliance to Specification		Offer	Unit Price	Total
				YES	NO			
1	4-pc	Toner For Lexmark MX722ade with free service installation	72,000.00					
2	3-pc	Drum kit for mx722ade with free installation	19,500.00					
3	12-pc	Ink for EPSON L520 Black	4,140.00					
4	3-pc	Ink for EPSON L520 Magenta	1,080.00					
5	3-pc	Ink for EPSON L520 Yellow	1,080.00					
6	3-pc	Ink for EPSON L520 Cyan	1,080.00					
7	3-pc	Doormat, Rectangular indoor, 40x60cm, rubber material	750.00					
8	2-pc	Mop 360° rotating mop head, Push mop stick downward to wash or spin dry mop. Heavy duty	3,200.00					
9	7-bot	Floor Cleaner, Disinfectant Surface Cleaner 625ml, floral or ocean fresh	3,150.00					
10	2-doz	Rags, Microfiber, 11.5x11.5, any color	400.00					
11	12-bot	Furniture Polish, 9.07 oz, lemon scent spray	3,360.00					
12	12-bot	Glass Cleaner, fresh scent, 500ml	2,640.00					
13	6-bot	Dishwashing Liquid, 780ml antibacterial	1,140.00					
14	12-bot	Liquid Bleach, color safe, 900ml blossom Fresh	1,080.00					
15	12-bot	Liquid Hand Soap, 750ml scent Sweet Pea, watermelon or wild orchid	2,640.00					
16	12-pc	Sponge for dishwashing, 75MMx 75MM, pack of 3	1,440.00					
17	6-pack	Photopaper, A4, 230gsm glossy 10pcs/pack	1,170.00					



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18	10-pack	Sticker Paper, A4 Matt, White, 80gsm 10pcs/pack	850.00					
19	20-pack	Speciality paper, 120gsm, Cream or beige, A4, 10pc/pack	1,100.00					
20	20-pack	Speciality paper, 120gsm, Cream or beige, short 8 ½ x 11, 10pc/pack	1,000.00					
21	20-pack	Speciality paper, 120gsm, Cream or beige, Legal	1,300.00					
22	80-pack	Sticky Flags/ Note, .07"x3" 75gsm 100's x 4 assorted colors in pack	3,200.00					
23	35-pack	Sticky Notes, 100 sheets, 3x3 any color	1,575.00					
24	35-pack	Sticky Notes, 100 sheets, 3x5 any color	1,925.00					
25	25-pack	Gel Ink Pen, 0.50mm, blue, 10 pcs per pack (does not blot)	1,500.00					
26	6-pack	Gel Ink Pen, 0.50mm, red, 10 pcs per pack (does not blot)	360.00					
27	10-roll	Double Sided tape, tissue coated on both sides, 12mm, 30 meters, big core	800.00					
28	10-box	Index Tab, clear 10pcs per pack	410.00					
29	10-pack	Glue Stick for glue gun, 3pcs/pack, 7.7"	450.00					
30	1-pc	Glue Gun, Multipurpose, Adjustable stand for gluing, on/ off botton, soft grip, Silicon Nozzle protection, atleast .72kg at least 6cm length, heavy duty, for big glue sticks	2,250.00					
31	3-pc	Jute String roll kraft 3mm, natural 100 meters	240.00					
32	6-pc	Certificate Frame, brown sides (woodlike), 8 ½ x 11"	930.00					
33	6-pc	Certificate Frame, brown sides (woodlike), 8 ½ x 13"	990.00					
34	6-pc	Floating Picture Frame, Transparent, black wood 35.5cm x 38cm	2,700.00					
35	6-pc	Battery AAA, Alkaline with a cylindrical shape 2 pcs per pack	900.00					
36	6-pc	Battery AA, Alkaline with a cylindrical shape 2 pcs per pack	780.00					
37	20-pc	Magazine File Box, Horizontal, Legal size, blue	5,600.00					
38	50-pc	Natural Kraft Brown Paper Bag with handles, 8x4.75x10.25", Stand alone, Durable heavy duty paper	1,250.00					
			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:				

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.



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