



BUC1-2025-043

REQUEST FOR QUOTATIONS

Project Title:	Supply and Delivery of Office Supplies for use in operations of BUCE frontline services, academic departments, curriculum development and regular programs		
ABC:	Php117,750.00	Fund Source:	F-01
Mode of Procurement	Shopping	Mode of Evaluation	one lot
Implementing Office/ End-user/s:	Dr. John Mark Mayor Associate Dean	Delivery Period/s:	15-CD after receipt of Purchase Order (PO)
Required Document/s:	<div><input checked="" type="checkbox"/> Mayor's Permit<input type="checkbox"/> Income &amp; Business Tax Return</div> <div><input checked="" type="checkbox"/> PhilGEPS Registration Number<input checked="" type="checkbox"/> Omnibus Sworn Statement</div> <div><input checked="" type="checkbox"/> Tax Clearance<input type="checkbox"/> PCAB License</div> <div><input type="checkbox"/> BIR Certification of Registration</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 **APRIL 28, 2025, 12NN** sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (√) shall automatically disqualify the bids.

MARIVIC A. DIMAANO  
Cluster 1 BAC Secretary

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		Price Quote		Remarks
			YES	NO	Unit Cost	Total Cost	
1	1 pc	A3 Paper Cutting Guillotine Board/Trimmer					
2	200 ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm, long					
3	70 ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm, A4					
4	10 bot	Ink Brother T810W-Black					
5	5 bot	Ink Brother T810W-Cyan					
6	5 bot	Ink Brother T810W-Magenta					
7	5 bot	Ink Brother T810W-yellow					
8	8 bot	Ink Epson L5290 – black					
9	4 bot	Ink Epson L5290 –Cyan					
10	4 bot	Ink Epson L5290 –Magenta					
11	4 bot	Ink Epson L5290 –yellow					
Delivery Compliance:		BID PRICE:					
Payment Term:		Price Validity					

Printed Name / Signature / T.I.N.

Contact numbers/email 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	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:		<b>BID PRICE:</b>			
Payment Term:		Price Validity			

1

2

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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*  
BU CLUSTER 1 BIDS AND AWARDS COMMITTEE  
OLD GRANDSTAND, BU-IPESR, SAGPON, DARAGA, ALBAY 4501

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.