



Solicitation GDS-AMP-25-309

REQUEST FOR QUOTATIONS

Project Title:	Purchase of Office Supplies for use at BUGASS Offices (Bulk Purchase-Non PS for CY 2025)		
ABC:	PhP328,058.01	Fund Source:	F-01
Mode of Procurement	Shopping (Section 52.1.b)	Mode of Evaluation	Per Item
Implementing Office/ End-user/s:	USO/ SALVACION L. PADILLA	Delivery Period/s:	Fifteen (15) cd after receipt of Purchase Order
Required Document/s:	<div><input checked="" type="checkbox"/> Mayor's Permit</div> <div><input checked="" type="checkbox"/> PhilGEPS Registration Number</div> <div><input type="checkbox"/> Income/Business Tax Return</div> <div><input type="checkbox"/> Omnibus Sworn Statement</div> <div><input checked="" type="checkbox"/> Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated Tax Clearance)</div> <div><input checked="" type="checkbox"/> If Representative, Please attach SPA (Special Power of Attorney) or Authorization Letter from the owner</div>		
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 **AUG 08 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	ABC	Compliance to Specification		Offer	Unit Price	Total
				YES	NO			
1	1-pack	Acetate, Legal Size, 100 pcs	650.00					
2	12-piece	Acrylic Table Name Sign Holder, Thickness: 1.5mm, Length: 12	1,920.00					
3	72-piece	Ballpen, Black	1,008.00					
4	528-piece	Ballpen, Blue	7,392.00					
5	5-box	Binder Clip, 32 mm	890.00					
6	4-box	Binder Clip, 41 mm	756.00					
7	1-ream	Board Paper/Vellum Board Paper, White 200GSM Long	350.00					
8	28-ream	Bond Paper, Subs (20) A3	18,200.00					
9	114-ream	Bond Paper, Short Size (Letter)	42,750.00					
10	30-piece	Certificate Frame, Certificate Wooden Frame Legal Size	3,000.00					



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

11	33-piece	Certificate Holder, A4, Blue	1,980.00					
12	20-piece	Certificate Holder, A4 Size, Sky Blue or Navy Blue Cover, Super Clear	1,400.00					
13	10-piece	Certificate Holder, Holds Certificates/ Diplomas/ Citations	520.00					
14	30-piece	Certificate Holder, Paper Certificate Holder Legal Size	1,500.00					
15	24-piece	Columnar Notebook, 6 Columns	1,320.00					
16	2-piece	Dater, from 2025 onward, 4mm	120.00					
17	4-roll	Double Sided Tape, ½"	100.00					
18	16-piece	Double Sided Tape, ¾ Inch x 10 Meters	480.00					
19	28-roll	Double Sided Tape, 1"	840.00					
20	5-piece	Expanding Plastic Envelope with Handle, Transparent, Legal Size	500.00					
21	48-box	Fastener, Metal (Non-sharp edge, 7cm)	3,600.00					
22	3-pack	Folder White, A4 (100's/pack)	1,050.00					
23	3-pack	Folder White, Long (100's/pack)	1,200.00					
24	2-pack	Folder White (Expandable), Long (100's/pack)	1,500.00					
25	1-piece	Glue Gun	500.00					
26	1-pack	Glue Sticks, Big Size is 7.75", 3 pcs per pack	40.00					
27	80-piece	Glue Stick, Small Size	560.00					
28	42-piece	Glue Stick Paste, 21g, color white, non-toxic, quick drying formula	2,940.00					
29	2-pack	Laminating Film, Size: Long; 250 microns, 10 pcs/pack	200.00					
30	4-piece	Long Arm/ Long Barrel Stapler, Arm Length: 392 mm; Size: 392 *40	3,200.00					
31	5-pack	Manila Paper, 90 cm x 120 cm, 20 sheets/pack	500.00					
32	6-piece	Metal Tray Desk Organizer, Legal Size, 3 Layer, Black	4,500.00					
33	80-pack	Parchment Paper, A4 size, 10 pcs/pack	2,800.00					
34	73- pack	Photo Paper, A4 180gsm, Glossy, 10pcs per pack	15,622.00					
35	46-pack	Photo Paper, White, Glossy, Long, 20 pcs/pack	5,980.00					
36	94-pack	Photo Paper, White, Matte, A4, 10pcs/pack	8,742.00					
37	4-pack	Photo Paper, White, Matte, Long, 10 pcs/pack	500.00					
38	3-bundle	Plastic Ring Binder, Blue, 51mm, 10pcs/bundle	1,200.00					
39	8-box	Push Pin, Flat Head, Assorted 100's	336.00					
40	3-box	PVC Binding Cover, Long	1,800.00					
41	1-pack	PVC Plastic Sheet, A4 Size Documents 100's/pack	1,122.53					
42	2-pack	PVC Plastic Sheet, Legal. Size Documents 100's/pack	2,814.48					
43	4-pack	Report Cover Folder, Long, with Slide, Light Blue Color	2,200.00					
44	10-unit	Scientific Calculator	18,000.00					
45	869-piece	Sign Pen, Blue, Liquid/gel ink, 0.3mm needle tip	26,070.00					



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46	2146-piece	Sign Pen, Blue, Liquid/gel ink, 0.5mm needle tip	64,380.00					
47	200-piece	Sign Pen, Green, Liquid/gel ink. 0.3mm needle tip	6,000.00					
48	380-piece	Sign Pen, Green, Liquid/gel ink 0.5mm needle tip	11,400.00					
49	180-piece	Sign Pen, Pink, liquid/gel ink. 0.3 mm needle tip	5,400.00					
50	10-pack	Specialty Board Paper, Vellum, Short White 220gsm 10 sheets	910.00					
51	6-ream	Specialty Industrial Use papers	4,800.00					
52	10-pack	Specialty Paper, Short, White 200gsm 10 sheets	280.00					
53	10-piece	Sticky Notes, Page Marker (0.5in x 2in)	1,000.00					
54	61-pack	Sticker Paper, A4 High-Gloss White, 80 GSM	5,185.00					
55	20-pack	Sticker Paper, Legal Size	2,000.00					
56	38-pack	Sticker Paper, White Matte, A4 Size, 10 pcs/pack	5,700.00					
57	100-piece	Storage Box, Corrugated, with Cover, Size 53.5cm x 43cm x 43.7cm	18,000.00					
58	10-piece	Storage Box with Lid, Blue, Long	5,000.00					
59	1-piece	Transparency Acetate, Size: A4, Clear Colorless, 100 pcs	350.00					
60	6-piece	Two Layer File Tray/Organizer, Black; perfect for organizing Legal /A4	3,000.00					
61	20-pack	Vellum Specialty Paper, Long Size, 10pcs per Pack, 80 gsm	1,000.00					
62	1-piece	Whiteboard, Magnetic, Size: 30" x 24"	1,000.00					
			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:								
<i>1. Check if compliant with the specifications or not;</i> <i>2. State the Brand/Model offered and /or alternate offer if checked "NO" in the compliance;</i> <i>3. State the Unit Price in accordance with the UOM;</i> <i>4. State the TOTAL Bid Price for all Items with Bid</i>								

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.