## **REQUEST FOR QUOTATIONS**

Project Title:	Provision of Services for the Vid Accreditation on November 10-1		uring the BU Polangui Institutional			
ABC:	Php 90,000.00	Fund Source:	F-05			
Mode of Procurement	Small-Value Procurement	Mode of Evaluation	By lot			
Implementing Office/ End-user/s:	Guillermo V. Red Jr.	Delivery Period/s:	November 10-14, 2025			
Required Document/s:	Mayor's Permit PhilGEPS Registration	PhilGEPS Registration Number				

Sir/Madam:

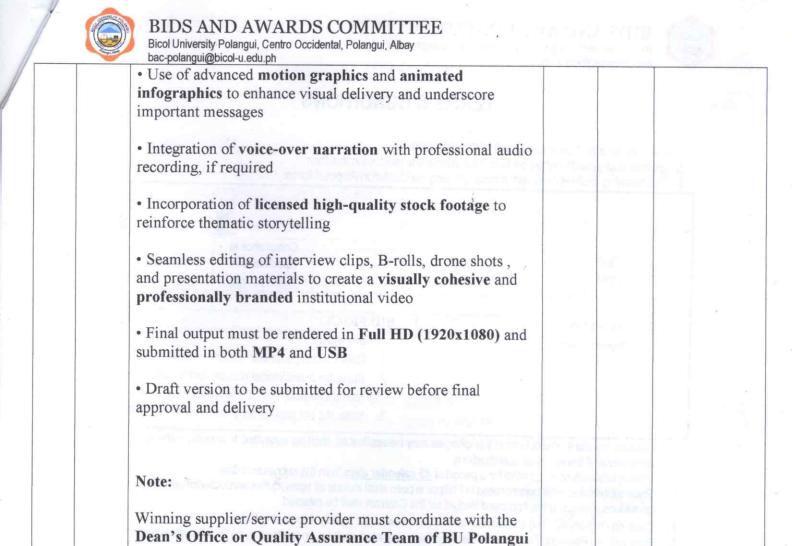
AILEEN V. HILUTIN

BAC Secretariat

Solicitation No: LR\_2025\_10\_0054

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Otyl		Compliance to			
Item Qty/ UOM 1 1 lot		Description		cations	Remarks
	in a		NO		
	1 lot	Provision of Services for the Video Production to be used during the BU Polangui Institutional Accreditation on November 10-14, 2025			
		Output:			
		1 Final Institutional Video Presentation (for 9 areas approx 5-15 minutes each))		-	
		INCLUSIONS / COVERAGE / SPECIFICATIONS:		7	
		• Development of an engaging narrative that highlights campus governance, strategic planning, probity, resource generation, and leadership structure			
		• Full video recording of key personnel (Dean, Associate Dean, and Department Chairs, and others), including on-cam scripts and guided takes			
		Visual documentation of campus facilities, events, and resource management initiatives			



Campus for script finalization, shooting schedules, and

feedback sessions.

Delivery Compliance:

Payment Term:

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

**BID PRICE:** 

Price Validity:

Contact numbers/e-mail address

## **TERMS & CONDITIONS**

All entries must be typewritten or in BLOCK LETTERS;

Bidders shall provide correct and accurate information required in this form.

The following shall be observed in accomplishing the Quotation/Proposal forms:



 Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;

Price quotation/s must be valid for a period of <u>45 calendar days</u> from the submission date.

 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.

Cash on Delivery (C.O.D) as payment term is not allowed per agency Accounting Policy.

 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;

 Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;

 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;

 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.

 Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.