



BIDS AND AWARDS COMMITTEE

Bicol University
CLUSTER II BAC OFFICE
G/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
Email Address: bu-cluster2bac@bicol-u.edu.ph

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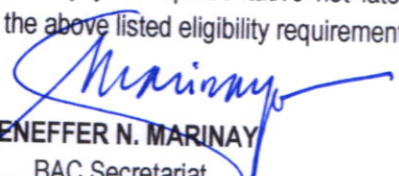
REQUEST FOR QUOTATIONS

Reference # 2025-GS-233

Project Title:	Provide labor and materials for Production/Printing Services of BUGS Policies, Written Comprehensive Examination Booklets, BUGS Calling Cards, Writing Pads/Pad Papers (For Dean and College Secretary), with details as follows:.		
ABC:	Php95,000.00	Fund Source:	F05
Mode of Procurement	SVP	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	BUGS / ROLDAN C. CABILES	Delivery Period/s:	20 or 30 days upon receipt of letter order
Required Document/s:	☒ Mayor's Permit ☒ PhilGEPS Registration Number ☒ Tax Clearance ☐ Income & Business Tax Return ☒ Omnibus Sworn Statement		

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 **November 3, 2025, 1:00 PM** sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with a check (✓) shall automatically disqualify the bids.


JENEFFER N. MARINAY
BAC Secretariat

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

Item No.	Qty/UOM	Description	Compliance to Specifications		Remarks	U/Price
			YES	NO		
1	1 lot	Production/Printing Services BU Graduate School Policy- (6.5 inches (width) x 8.5 inches (length)) – Booklet type Note: Cover must be printed in Board Glossy Paper while contents must be printed in a high-quality paper, substance 20, (17 pages including covers, 800 pcs) Production/Printing Services of Written Comprehensive Examination Booklets – (6.5 inches (width) x 8.5 inches (length)) – Booklet type Note: Cover must be printed in Board Glossy Paper while contents must be printed in a high-quality paper, substance 20 (17 pages including cover, 1000 pcs - 400 for Foundation Courses; 400 for Field of Specialization; 200 for Cognate Courses) BUGS Calling Cards for BUGS Dean's Office (3.8 inches (width) x 2.1 inches (length)) – To be printed in Board Glossy Paper, 100 pcs				



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	Pad papers for the Office of the Dean (4.5 x 6.2 inches), 100 pages per pad, 10 pads Pad papers for the Office of the BUGS Secretary (4.5 x 6.2 inches), 100 pages per pad, 10 pads Note: • All pages must be printed in full-color • To be delivered at BU Graduate School Office within 20 or 30 days upon receipt of the letter order.				
Delivery Compliance:		TOTAL BID PRICE:			
Payment Term:		Price Validity			

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

Contact numbers/e-mail address