



# 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-26-044

## REQUEST FOR QUOTATIONS

Project Title:	<b>Provision of Materials, Labor and Lay-Out Services for the Printing of Reflectorize/Vinyl, Water Resistant Vehicle Sticker (Motorcycle) (1250 pcs back adhesive sticker) and Vehicle Sticker (4-Wheel) (205 pcs back adhesive Sticker &amp; 1,015 pcs front adhesive Sticker) at the BU Business Affairs Office</b>		
ABC:	<b>PhP222,300.00</b>	Fund Source:	<b>F-05</b>
Mode of Procurement	<b>Negotiated Procurement under Small Value Procurement (Section 34)</b>	Mode of Evaluation	<b>One Lot</b>
Implementing Office/	<b>BAO</b>	Delivery Period/s:	<b>Thirty (30)cd after receipt of Notice to Proceed</b>
Required Document/s:	<input checked="" type="checkbox"/> <b>Mayor's Permit</b> <input checked="" type="checkbox"/> <b>Tax Clearance (Per RR017-2024 EO398 Series 2005, Updated)</b> <input checked="" type="checkbox"/> <b>PhilGEPS Registration Number</b> <input checked="" type="checkbox"/> <b>If Representative, Please attach SPA (Special Power of Attorney)</b> <input type="checkbox"/> <b>Income/Business Tax Return</b> <input checked="" type="checkbox"/> <b>Omnibus Sworn Statement</b>		
<b>Price Validity: 45 calendar days</b>			

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 MAR 20 2026, 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	Compliance to Specification		Offer	Unit Price	Total
			YES	NO			
1	2,470 -pcs	Provision of Materials, Labor and Lay-Out Services for the Printing of Reflectorize/Vinyl, Water Resistant Vehicle Sticker (Motorcycle) (1250 pcs back adhesive sticker) and Vehicle Sticker (4-Wheel) (205 pcs back adhesive Sticker & 1,015 pcs front adhesive Sticker) at the BU Business Affairs Office with the following description.  <b>1,250 pcs – Vehicle Sticker (Motorcycle) (6 cm diameter)</b> <b>1,220 pcs- Vehicle Sticker (4-Wheel) (8 cm diameter)</b>  <b>Notes:</b> 1. Please see attached documents for the total quantity and printed number needed as to BU Personnel, Students, Guests & VIPs (Vehicle Stickers) and as to the description and specifications of stickers <b>please see attached printed example of stickers.</b>					



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		2. For other descriptions such as dimensions, colors, font size & style & breakdown of stickers needed, <b>please see attached documents.</b>					
		3. Provide a sample print of vehicle (Motorcycle & 4-Wheel) before the final printing					
							<b>TOTAL BID PRICE:</b>

\_\_\_\_\_  
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			
<b>TOTAL BID PRICE:</b>								
<p>1. Check if compliant with the specifications or not;</p> <p>2. State the specific Brand &amp; Model offered in the column "offer";</p> <p>3. State the Unit Price in accordance with the UOM;</p> <p>4. State the TOTAL Bid Price for all Items with Bid</p>								

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 LCRB/MEARB/MARB/HRRB 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 MGEPS 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 Rules and Regulations of R.A. 12009.
16. In case of two bidders are determined to have submitted the LCRB/MEARB/MARB/HRRB, 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 Section 34 of the IRR of R.A. 12009.

Bicol University  
**BUSINESS AFFAIRS OFFICE**  
 Legazpi City

**Total Number of Vehicle Stickers (Motorcycle & 4-wheel) needed for CY 2026**

<b>Vehicle Sticker</b>	<b>Quantity</b>	<b>Remarks</b>
<b>Motorcycle</b>		
Light Blue for BU Personnel/Staff	400	No. 02-001-400 of stickers for light blue (Back adhesive Sticker)
Orange for BU Students	500	No. 02-001-500 of stickers for orange (Back adhesive Sticker)
Dark Blue for Guest	350	No. 02-001-350 of stickers for dark blue (Back adhesive Sticker)
<b>Sub-Total</b>	<b>1250</b>	
<b>4-wheel vehicles</b>		
Light Blue for BU Personnel/Staff	300	No. 04-001 - 300 of stickers for light blue (Front Adhesive) Reverse Sticker
	200	No. 04-001 - 200 of stickers for light blue (Back adhesive Sticker)
Orange for BU Students	360	No. 04-001 - 360 of stickers for orange (Front Adhesive) Reverse Sticker
Dark Blue for Guest	350	No. 04-001 - 350 of stickers for dark blue (Front Adhesive) Reverse Sticker
Silver for VIP	5	No. 04 - 001-005 of stickers for silver (Front Adhesive) Reverse Sticker
	5	No. 04 - 001-005 of stickers for silver (Back adhesive Sticker)
<b>Sub-Total</b>	<b>1220</b>	
<b>Grand Total</b>	<b>2470</b>	

# MOTORCYCLE STICKERS

**Dimensions:** 6 cm diameter

**Font Style:** Poppins

**Colors:** #0099CB, #FE8926, #969696, #103955



# MOTORCYCLE PASS STICKERS

6 cm diameter



**Year/Validity**  
size: 17px

**Registration No:**  
Font size: 27.5px

# CAR STICKERS

**Dimensions:** 8 cm diameter

**Font Style:** Poppins

**Colors:** #0099CB, #FE8926, #969696, #103955



# CAR PASS STICKERS

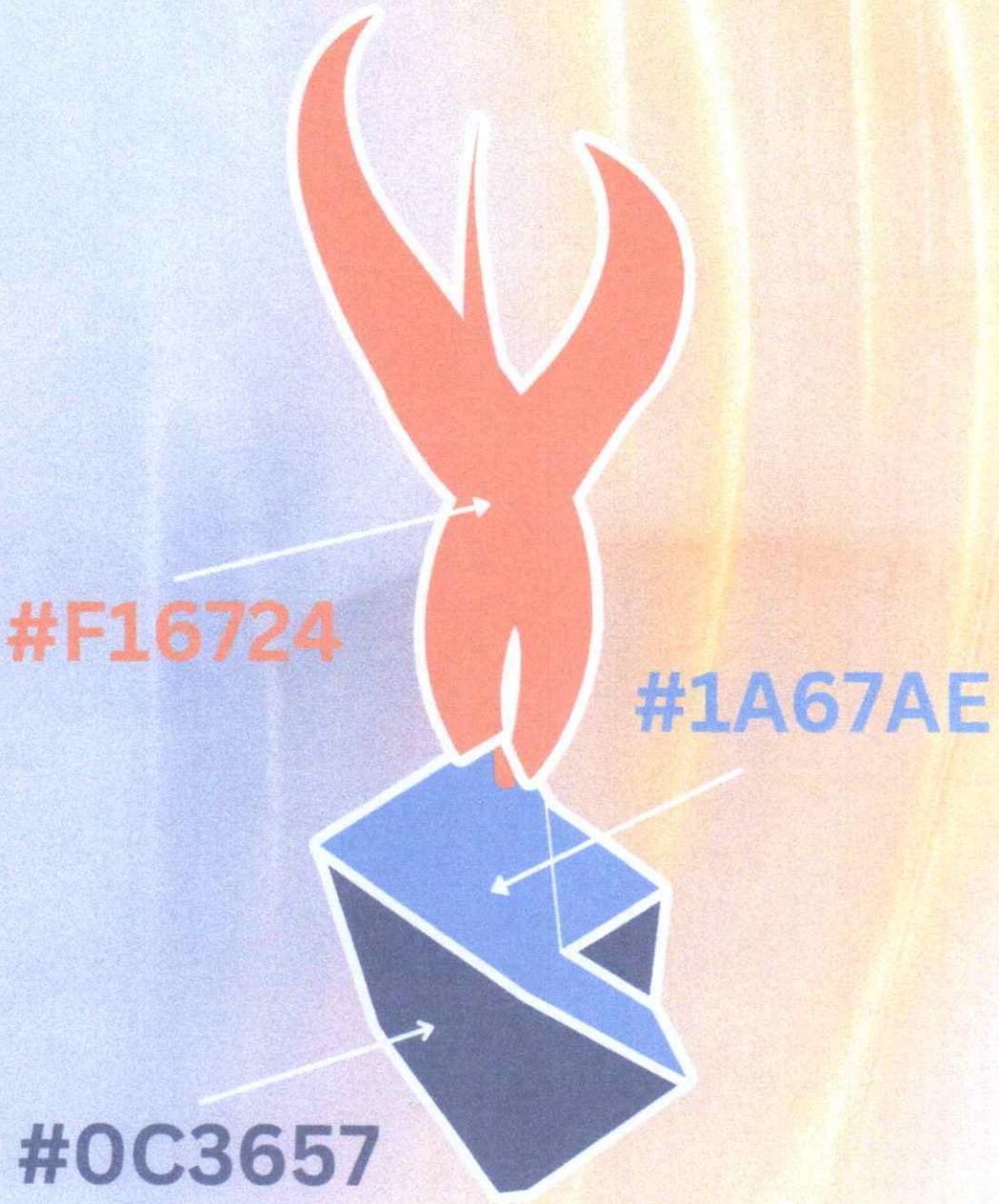
8 cm diameter



**Year/Validity**  
**size: 17px**

**Registration No:**  
**Font size: 27.5px**

# BU TORCH COLOR



*J. H. [Signature]*  
3/19/20