



REQUEST FOR QUOTATION

Date: **March 24, 2026**

The **Bicol University-College of Industrial Technology**, through the Cluster IV-Bids and Awards Committee (BAC), intends to procure **Office Supplies and Other Materials** through **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act no. 12009.

<i>Project Identification No:</i>	CIT-2026-010
<i>Project Name:</i>	Supply and Delivery of Office Supplies and Other Materials for Diploma and Certificate Jacket Production
<i>ABC/Fund Source:</i>	₱495,320.00/ F-05
<i>Contract Period:</i>	7CD upon receipt of PO

Please submit your duly accomplished and signed Price Quotation Forms (Annex A) to the BAC Secretariat at this address - *Cluster IV (CIT, CENG, IDEA) Procurement Management Unit, BU East Campus, EM's Bo., Legazpi City*, on or before **12:00 NN of March 31, 2026**, subject to the compliance with the Instructions, Terms and Conditions provided on this Request for Quotation (RFQ).

The interested supplier shall submit the following documents with the duly signed quotations on or before the above specified deadline of submission: **(a) Mayor's/Business Permit and (b) Proof of PhilGEPS Registration.**

For purposes of payment processing, submission of an updated Tax Clearance shall be required from the supplier upon completion of the contractual obligation in accordance with BIR RR 017-2024.

The Head of the Procuring Entity (HoPE) of the BU-OVPRDE reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (+63) 9273397951 or send email to bu-debac@bicol-u.edu.ph.

(Original Signed)

DR. JAY-R M. BALLON

Chairperson, Bids and Awards Committee

<i>Received by:</i>
<i>Date:</i>

INSTRUCTIONS, TERMS & CONDITIONS

NOTE: Failure to follow these instructions will disqualify your entire quotation.

- (1) Bidders shall provide correct and accurate information required in this form. No altering of the contents of the Price Quotation form in any way shall be allowed. 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. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension;
- (2) The bidder must state compliance of the technical specifications in the designated portion of the quotation forms; failure to comply shall render the quotation disqualified;
- (3) Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission;
- (4) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable; quotations exceeding the Approved Budget for the Contract shall be automatically rejected;
- (5) Cash on Delivery (C.O.D) as a mode of payment/delivery is not allowed per agency Accounting Unit Policy;
- (6) Quotations may be submitted through electronic mail at bu-cluster4bac@bicol-u.edu.ph;
- (7) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered;
- (8) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Cluster IV BAC shall adopt and employ "toss coin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005;
- (9) Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications, requirements and other conditions stated herein;
- (10) The item/s shall be delivered according to the accepted offer of the bidder;
- (11) Item/s delivered shall be inspected on the scheduled date and time of the Cluster IV Supply Office or on the specified date and time for delivery sites outside of the agency premises. The delivery of the item/s shall be acknowledged upon the delivery to confirm he compliance with the technical specifications;
- (12) 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; additional documents may be required by the Accounting Unit;
- (13) 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. Bicol University may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to open to it;
- (14) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under R.A. no. 12009 and its Implementing Rules and Regulations (IRR);
- (15) Implementation of the project shall be in accordance with the provisions of the Implementing Rules and Regulations of R.A. 12009 (New Government Procurement Act);
- (16) The RFQ; Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

ANNEX A

PRICE QUOTATION FORM

Project Identification No:	<i>CIT-2026-010A</i>
Project Name:	<i>Supply and Delivery of Office Supplies and Other Materials for Diploma and Certificate Jacket Production</i>
ABC/Fund Source:	<i>₱495,320.00/ F-05</i>
Contract Period:	<i>7CD upon receipt of PO</i>
M.O.P./ Evaluation	<i>SVP (Sec. 34) / By item</i>

DR. JAY-R M. BALLON

Chairperson, Bids and Awards Committee
 BU Cluster IV (CIT, CENG, IDEA)
 Legazpi City

THRU: The BAC Secretariat

Dear Sir:

After having carefully read, accepted and complied the Instructions, Terms and Conditions of this RFQ, I/we submit our quotation/s for the item/s as follows:

TECHNICAL OFFER

Item	QTY/UOM		TECHNICAL SPECIFICATIONS	Compliance to Specifications		Offered Technical Specification/Services
				YES	NO	
1	1600	pc	Chipboard, #25			
2	10	pc	Illustration board, 1 whole			
3	1710	yard	Paper cloth, aqua blue #0859C6, surface can be heat printed with Gold stamping foil			
4	40	gallon	Glue, white, non-toxic, water-based synthetic resin emulsion, for bonding wood to wood and other porous materials, original			
5	9	roll	Gold stamping foil, 2"			
6	70	roll	Ribbon, aqua blue, ¼"			
7	1600	pc	C2S (Glossy Catalan) or coated paper, #60, glossy			
8	3	roll	Tying straw (plastic twine), 700g/roll			
9	2	roll	Duct tape, standard, 2" (W) x 25m			
10	1	pc	Gun tacker, heavy duty, durable chrome finish, all-steel construction, hardened steel parts, visual refill window, contoured, patented jam-proof mechanism, uses 6mm-14mm staples			
11	45	pc	Cyanoacrylate adhesive, 3g			
12	10	pc	Cutter knife with blade, 1"			
13	10	pc	Paint brush, 2pcs 1"; 5pcs 2"; 3pcs 5"			
14	5	ream	Bond Paper, 8.5x11", subs.20			

15	2	pc	Office swivel chair			
16	3	set	Epson Ink 003, black; magenta; cyan; yellow			
Delivery Compliance:				Price Validity:		

NOTE: Provide specific brand & model (for equipment & devices) or technical details of offer to determine compliance of the minimum Technical Specifications.

FINANCIAL OFFER

Item	ABC	QTY/UOM		Item	Unit Price	Total
1	124,800.00	1600	pc	Chipboard, #25		
2	550.00	10	pc	Illustration board, 1 whole		
3	287,280.00	1710	yard	Paper cloth, aqua blue		
4	29,900.00	40	gallon	Glue, white, original		
5	4,950.00	9	roll	Gold stamping foil, 2"		
6	6,300.00	70	roll	Ribbon, aqua blue, 1/4"		
7	15,600.00	1600	pc	C2S (Glossy Catalan), #60, glossy		
8	360.00	3	roll	Tying straw (plastic twine), 700g/roll		
9	158.00	2	roll	Duct tape, standard, 2" (W) x 25m		
10	1,690.00	1	pc	Gun tacker, heavy duty, 6mm-14mm		
11	3,555.00	45	pc	Cyanoacrylate adhesive, 3g		
12	690.00	10	pc	Cutter knife with blade, 1"		
13	362.00	10	pc	Paint brush, 2pcs 1"; 5pcs 2"; 3pcs 5"		
14	1,125.00	5	ream	Bond Paper, 8.5x11", subs.20		
15	14,400.00	2	pc	Office swivel chair		
16	3,600.00	3	set	Epson 003, black; magenta; cyan; yellow		

NOTE: Please quote your **best offer** for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Printed Name / Signature

Position/Designation

Full Company Name:	
Address:	
TIN (indicate if VAT or Non-VAT)	
E-mail Address/ Phone No/s	