Sir/Madam:

Please quote your best offer for the item/s listed below, subject to the Terms & Conditions printed at the back. Submit your proposals duly signed by your representative not later than 07 JUN 2019, to Bicol University - BAC Secretariat Office in a sealed envelope.

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

<table>
<thead>
<tr>
<th>Ref/ ABC/ Item</th>
<th>Unit</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Compliance to Technical Specifications</th>
<th>Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS-2019-384C</td>
<td></td>
<td></td>
<td>Supply and Delivery of Office Furniture for the BU-OSAS; with details as follows:</td>
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<td>Steel Cabinet with 4 Drawers, high quality cold-rolled steel, drawers are design to accommodate (letter &amp; legal size files), drawers glide on hanging imported bearing type channel, with 01-adjustable divider per each drawer, recessed handles with label holder (01-cylinder lock and 02-pcs key), finish: smooth plain enamel (standard color: beige, blue, flat brown, gray, green and wrinkle brown)</td>
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<td></td>
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<td>Server Rack Cabinet Rack unit: 12U, Type: basic extension, External height: 664mm, Flat packed: no, External width: 600mm, External depth: 600mm, External dimensions: 664x600x600mm, Series: imnet610, Color: gray, External case materials: steel</td>
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</tr>
</tbody>
</table>

Service Delivery Conditions:
- Deliver of item is required: 14-cd after receipt of Purchase Order (P.O)
- Details related to implementation shall be communicated with Dr. BB Benjamin D. Nebres, III; End-User.

Price Validity: Payment Term: 

Printed Name / Signature

T.I.N. #

Contact numbers/e-mail address

Served by/Date: __________________________
**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 canvass forms:

<table>
<thead>
<tr>
<th>Contract Reference Number</th>
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<tbody>
<tr>
<td>GOS-2016-000</td>
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</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>1</td>
<td>Executive table</td>
<td>10,000.00</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

1. The unit cost of the item offered shall be indicated.
2. The bidder shall state "COMPLY" or "NOT COMPLY" for the specification provided.
3. The offered brand/model shall be indicated; if stated not comply in column 2 the offered/alternate specifications shall be indicated.
4. Detailed literature or brochure shall be submitted to support statement of compliance for supplies/materials/equipment.
5. Price quotation/s must be valid for a period of ONE HUNDRED TWENTY (120) calendar days from the date of submission.
6. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. Only quotations which bears original signature over printed name of the authorized representative of the bidder shall be accepted;
10. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
11. The following eligibility requirements shall be submitted with the quotations:
   - Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration;
   - Income/Business Tax Return covering the previous two (2) quarters;
12. Omnibus Sworn Statement shall be submitted only by the Lowest/Single Calculated and Responsive Bidder;
13. Quotations and documents shall be submitted on any of the following address:
   - The BAC Chairperson
   - Bicol University-GASS, Legazpi City
   - G/F General Administration Bldg., Rizal St., Legazpi City
   - (052) 742-5922
   - or
   - bacssecretariat@yahoo.com / bacssecretariat@gmail.com
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.