



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City

Telefax: (052) 742-5922

university-bac@bicol-u.edu.ph

REQUEST FOR QUOTATIONS

Solicitation # 086-23-AMP

Project Title:	Purchase of Digital Copier for the OVPPD		
ABC:	Php100,000.00	Fund Source:	F-05
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	OVPPD/ Mr. JONEL N. SOLANO	Delivery Period/s:	15-calendar days after receipt of Purchase Order (P.O.)
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit <input checked="" type="checkbox"/> PhilGEPS Registration Number	<input type="checkbox"/> Income/Business Tax Return <input checked="" type="checkbox"/> 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 June 9, 2023, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.


 EMMA L. MACARIOLA
 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	Qty/ UOM	Description	Compliance to Specifications		Remarks	U/Price
			YES	NO		
1	1-unit	DIGITAL COPIER <ul style="list-style-type: none"> ▪ 45 pages per minute (A4) digital copier, paper handling from A4/A5/Letter/Legal/Folio ▪ 45 prints per minute Network Printer @ 1,200 dpi quality (1,800 x 600dpi, print) ▪ Wireless printing through iPhone and iPad, compatible with Windows, Macintosh, Linux, Unix ▪ Network Coloured Scanner @ 60 images per minute in b/w and 40 images per minute in colour ▪ Built-in 75 sheets Auto Reverse Document Processor and Duplex Unit for copying multiple originals and double sided copying, printing and scanning ▪ Memory 1GB upgradable to 3GB max. ▪ Standard 500 sheets Paper Cassette Tray and 100 sheets multi-purpose tray ▪ Scan once print many and Electronic Sorting ▪ Direct printing and scanning form flash drive with 2 USB host connection ▪ Built-in Gigabit Network, USB 2.0, USB host connection, wireless LAN and slot for optional SD/SDHC card 				



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ISO 9001:2015
TUV Rheinland ID 610863361

	<ul style="list-style-type: none"> ▪ Monthly duty cycle of 150,000 sheets per month ▪ Resolution 1,200 x 1,200dpi, Zoom Range: 25%-400% in 1% steps ▪ Microfine toner copy life is 12,000 copies ▪ Photodrum guaranteed copy life is 100,000 copies before replacement. Includes initial toner of 3,600 copies ▪ Parts warranty is one (1) year or 300,000 copies whichever comes first ▪ Lifetime Service ▪ Includes pedestal for mobility 					
Delivery Compliance:			TOTAL BID PRICE:			
Payment Term:			Price Validity			

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

Contact numbers/e-mail address



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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:

Item	Qty/ UOM	Description	ABC	Compliance to Specifications		Remarks	U/Price	
				YES	NO			
1								
Delivery Compliance:			TOTAL BID PRICE:					
Payment Term:			Price Validity					

1. Check if compliant with the specifications or not;
 2. State the brand/model offered and/or alternate offer if checked "NO" in the compliance;
 3. State the unit price in accordance with the UOM;
 4. State the TOTAL bid price for all items with bid.

- 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 **45 calendar days** 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;
- 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;
- 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;
- Proposals and documents shall be submitted on the following address:

The BAC Chairperson
 Bicol University-GASS, Legazpi City
 2/F Aquilino P. Bonto Bldg., Rizal St., Legazpi City
 (052) 742-5922

- 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.