



## REQUEST FOR QUOTATIONS

### ***Supply and Delivery of HRMDO Office Supplies for Reports Preparation and Smooth Flow of Office Transactions***

The Bicol University-HRMDO, through the Corporate Budget approved by the Board of Regents (F-05) intends to apply the sum of Eighty Two Thousand Nine Hundred Fifty-Eight Thousand and 00/60 Pesos Only (PhP 82,958.60.00) being the Approved Budget for the Contract to payments under the contract Supply and Delivery of HRMDO Office Supplies for Reports Preparation and Smooth Flow of Office Transactions.

The Bicol University now requests quotations from suppliers for the contract Supply and Delivery of HRMDO Office Supplies for Reports Preparation and Smooth Flow of Office Transactions.

Procurement will be conducted through Shopping under Section 52.1b as prescribed under Rule XVI – Alternative Modes of Procurement of the 2016 Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Supplier shall submit quotations on or before June 8, 2023, 12:00 NN to the BAC Secretariat, 2/F A.P. Bonto Bldg., Bicol University Main Campus, Legazpi City.

**QUOTATIONS SUBMITTED THROUGH ELECTRONIC MAIL SHALL INCLUDE PROOF OF TRANSMITTAL OF THE ORIGINALLY SIGNED COPY, INCLUDING THE MINIMUM ELIGIBILITY DOCUMENTS, TO THE BAC SECRETARIAT WITHIN THE SAME CUT-OFF DATE AND TIME.**

Bicol University reserves the right to reject any or all the bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer to the Bicol University, for and in behalf of the project. Bicol University assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred for the preparation of bids, nor does it guarantee that an award will be made.

For further information, please contact The BAC Secretariat Office, Bicol University, Legazpi City 4500, Telefax: (052) 742-5922, [university-bac@bicol-u.edu.ph](mailto:university-bac@bicol-u.edu.ph)

Approved:

**Dr. MA. JULIETA B. BORRES**  
BAC Chairperson