



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
Telefax: (052) 830-4310
university-bac@bicol-u.edu.ph

Solicitation # 477-23-AMP

REQUEST FOR QUOTATIONS

Project Title:	Provision of Labor and Materials for Printing of BUCET Answer Sheets including Scanning, Scoring and Report Generation of the BUCET Answer Sheets for SY 2024-2025 at BU Admission Office		
ABC:	PhP172,000.00	Fund Source:	F-05
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	One Lot
Implementing Office/ End-user/s:	UAO / DR. HENNIE P. LOMIBAO	Delivery Period/s:	Printing-Seven (7) calendar days after approval of final layout; Results processing-Seven (7) calendar days after receipt of accomplished Answer Sheets
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 **SEP 19 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
Head, UBAC 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>YES</u>	<u>NO</u>	
1-lot	20,000 pcs	BUCET ANSWER SHEET SPECIFICATIONS <ul style="list-style-type: none"> ▪ Size: 8"x12.3" ▪ Substance: 24 (170gsm) ▪ Paper: Imported Bookpaper ▪ Specs: Printed with black text and blue phantom (back-to-back) ▪ Must be OMR Machine compatible for the results processing BUCET RESULTS PROCESSING <ul style="list-style-type: none"> ▪ Scanning, Scoring & Report Generation of accomplished BUCET Answer Sheets (Supplier must have sufficient OMR machine to meet the delivery period. (Please see the attached sample at the back for reference)			
Delivery Compliance:			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	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:			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 bid price in accordance with the UOM.

- 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.