

Standard Form Number: SF-GOOD-05
Revised on: July 28, 2004

REQUEST FOR QUOTATION

The BICOL UNIVERSITY POLANGUI through its Bids and Awards Committee (BAC), invites suppliers/ manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project:

Name of Project : **PURCHASE OF THE FOLLOWING MATERIALS AND EQUIPMENT FOR BU POLANGUI ICT MANAGEMENT OFFICE**

1	pc	Smart Projector 1080P 4k Wifi LED Screen auto focus
3	pcs	Lateral 4 Layer Filing Cabinet Gauge20 (gray)
2	pcs	Lateral 2 Layer Filing Cabinet Gauge20 (gray)
3	sets	Compatible Ink Bag for Epson Workforce WF-C5790; T9461 T9452 T9453 T9454
3	pcs	Epson Tri-colour Ink Cartridge T290
3	pcs	Epson Black Ink Cartridge T289
4	pcs	Mouse (Wireless)
1	pc	24-Port Gigabit Switch Hub
1	pc	Ink Tank Printer
3	sets	Double A battery (4pcs per set)
3	pcs	Compatible Kyocera Toner Powder for Task Alfa 2020 TK-4140

Location : BICOL UNIVERSITY POLANGUI, POLANGUI, ALBAY
Delivery Period : 30 days

PURCHASE OF THE FOLLOWING MATERIALS AND EQUIPMENT FOR BU POLANGUI ICT MANAGEMENT OFFICE

The Bicol University Polangui, through the Corporate Budget for the contract approved by the Board of Regents intends to apply the sum of **One-Hundred Forty-Five Thousand Four Hundred Thirty and 00/100 Pesos Only (Php 145,430.00)**; being the Approved Budget for the Contract to payments for the contract: **Purchase of the following Materials and Equipment for BU Polangui ICT Management Office.**

The Bicol University Polangui now requests proposals from bonafide suppliers to submit proposals for the **Purchase of the following Materials and Equipment for BU Polangui ICT Management Office.**

Procurement will be conducted through Negotiated Procurement– an alternative methods of procurement specified and prescribed under rule XVI - Alternative Modes of Procurement, Section 53.9 – Negotiated Procurement (Small Value Procurement), of the Implementing Rules and Regulations Part-A (IRR-A) of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Supplier shall submit proposals on or before October 10, 2023, 12:00 NN to the BAC Secretariat, Bicol University Polangui, Polangui, Albay.

Bicol University Polangui 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 Polangui, for and in behalf of the project. Bicol University Polangui 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 Polangui, Polangui, Albay 4506, and Contact no.: 0935-169-1963, bupcbacoffice@gmail.com

Approved by:

PROF. ARTEMIO JEROME S. RIVERA, JR.
BAC Chairman

Transaction Reference#: **LR_2023_10_2046**



BIDS AND AWARDS COMMITTEE

Bicol University Polangui, Centro Occidental, Polangui, Albay
bupcbacoffice@gmail.com

REQUEST FOR QUOTATIONS

Solicitation No: LR_2023_10_2046

Project Title:	Purchase of the following Materials and Equipment for BU Polangui ICT Management Office.		
ABC:	Php 145,430.00	Fund Source:	F-05
Mode of Procurement	Small-Value Procurement	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	Maria Charmy A. Arispe	Delivery Period/s:	30 Days
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit	<input type="checkbox"/> Income & Business Tax Return	<input type="checkbox"/> Omnibus Sworn Statement
	<input checked="" type="checkbox"/> PhilGEPS Registration Number	<input type="checkbox"/>	<input type="checkbox"/>

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 OCT 10, 2023, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

ALEXIS S. SARIO
BAC Secretary

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
			YES	NO	
1	1 pc	Smart Projector 1080P 4k Wifi LED Screen auto focus			
2	3 pcs	Lateral 4 Layer Filing Cabinet Gauge20 (gray)			
3	2 pcs	Lateral 2 Layer Filing Cabinet Gauge20 (gray)			
4	3 sets	Compatible Ink Bag for Epson Workforce WF-C5790; T9461 T9452 T9453 T9454			
5	3 pcs	Epson Tri-colour Ink Cartridge T290			
6	3 pcs	Epson Black Ink Cartridge T289			
7	4 pcs	Mouse (Wireless)			
8	1 pc	24-Port Gigabit Switch Hub			
9	1pc	Ink Tank Printer			
10	3 sets	Double A battery (4pcs per set)			
11	3 pcs	Compatible Kyocera Toner Powder for Task Alfa 2020 TK-4140			
Delivery Compliance:			BID PRICE:		
Payment Term:			Price Validity:		

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

Contact numbers/e-mail address



BIDS AND AWARDS COMMITTEE

Bicol University Polangui, Centro Occidental, Polangui, Albay
 bupcbacoffice@gmail.com

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 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.

4. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;
5. Price quotation/s must be valid for a period of **45 calendar days** from the submission date.
6. 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.
7. Cash on Delivery (C.O.D) as payment term is not allowed per agency Accounting Policy.
8. 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;
9. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
10. 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;
11. 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;
12. 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;
13. *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;*
14. Proposals and documents shall be submitted on the following address:

*The BAC Chairperson
 Bicol University Polangui
 BAC Office, Centro Occidental, Polangui, Albay
 09632766415 or bupcbacoffice@gmail.com*

15. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
16. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.