





# BIDS AND AWARDS COMMITTEE

3/F Bicol University, STUDENT UNION CENTER, OSAS blgd. PrMo/BAC Office, Legazpi City  
 Telefax: (052) 830-4310  
 university-bac@bicol-u.edu.ph

Solicitation #074-24-AMP

17	20-roll	TAPE, transparent, 24mm			
18	50-roll	TAPE, transparent, 48mm			
19	7-roll	TWINE, plastic			
20	50-box	CLIP, backfold, 25 mm			
21	50-box	CLIP, backfold, 32mm			
22	150-pc	CORRECTION TAPE			
23	8-box	FASTENER			
24	1- bundle	FOLDER, Fancy with slide, legal			
25	156-pc	MAGAZINE FILE BOX, Large			
26	20-set	MARKER, flourescent			
27	100-pc	MARKER, Permanent, Black			
28	24-pc	MARKER, Permanent, Blue			
29	50-pc	MARKER, Whiteboard, Black			
30	50-pc	MARKER, Whiteboard, Blue			
31	1-box	RUBBER BAND No. 18			
32	10-pc	SCISSORS, symmetrical/asymmetrical			
33	10-pc	STAPLER, standard type			
34	50-pad	NOTEPAD, stick-on, 50mm x 76mm			
35	50-pad	NOTEPAD, stick-on, 76mm x 100mm			
36	50-pad	NOTEPAD, stick-on, 76mm x 76mm			
37	50-rm	PAPER, Multicopy, A4			
38	50-rm	PAPER, Multicopy, legal			
39	300- pack	TISSUE, Interfolded Paper Towel			
40	24-can	INSECTICIDE			
41	300-pc	BALLPEN, 0.5mm, blue			
42	12- pack	Sticker Paper, A4			
43	20-roll	Double Sided Tape			
44	20- pack	Photopaper, A4			
45	12-box	PLASTIC FASTENER			
46	30-pc	Epson Ink C13T00V100 (003) Black			
47	3-pack	Specialty Board Paper, Cream, Letter Size, 100's per pack			
48	1-box	Ring Binder, 10mm, Legal Size, 100pcs			
49	20-pc	Certificate Holder , letter Size			
Delivery Compliance:			<b>BID PRICE:</b>		
Payment Term:			Price Validity		

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

Contact Numbers/e-mail address



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## 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:			<b>BID PRICE:</b>		
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  
3/F Bicol University, STUDENT UNION CENTER, OSAS bldg. PrMO/BAC Office,  
Legazpi City (052) 742-5922

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.