



Republic of the Philippines
BICOL UNIVERSITY
Office of the Vice President for Research Development & Extension
Legazpi City

REQUEST FOR QUOTATIONS

SUPPLY AND DELIVERY OF OFFICE DEVICES & FURNITURE FOR CTCED OFFICE

The Bicol University, CTCED through the Corporate Budget for the contract approved by the Board of Regents (F-01) intends to apply the sum **SEVENTY-FIVE THOUSAND THREE HUNDRED FIFTY & 00/100 (PHP 75,350.00)** being the Approved Budget for the Contract to payments for the **Supply & Delivery of office Devices & Furniture for CTCED office**

The Bicol University-CTCED now requests submission of quotations from bonafide suppliers for the above Procurement Project. Delivery of the Goods is required *15Cd after receipt of P.O* as stated in the schedule of requirement. The documents required for submission with the quotations are listed in the canvass forms.

Procurement will be conducted through **NEGOTIATED PROCUREMENT under Small Value Procurement (Section 53.9)** as prescribed under Rule XVI – Alternative Modes of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Suppliers shall submit *Quotations* on or before **APRIL 01, 2024 12:00 NN** to the Cluster IV (RDE) - BAC Secretariat, BU East Campus, EM's Barrio, Legazpi City.

The Bicol University-*OVRDE* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact Cluster IV (RDE) BAC Secretariat, Procurement Management Unit-Bicol University East Campus, EM's Barrio, Legazpi City 4500 or e-mail at bu-rdebac@bicol-u.edu.ph.

Approved:

Prof. ANGELO P. CANDELARIA
BAC Chairperson

Transaction Reference No. **RDE-2024-013 A**



REQUEST FOR QUOTATION

Date: MAR 26 2024

The **Bicol University-CTCED**, through the Cluster IV (OVRPDE)-Bids and Awards Committee (BAC), intends to procure **OFFICE DEVICES & FURNITURE** through Section 53.9- **Negotiated Procurement- Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

<i>Project Identification No:</i>	<i>RDE-2024-013 A</i>
<i>Project Name:</i>	<i>Supply & Delivery of Office Devices & Furniture for CTCED Office</i>
<i>ABC/Fund Source:</i>	<i>Php 75,350.00/F-01</i>
<i>Contract Period:</i>	<i>15CD after receipt of PO</i>

Please submit your duly accomplished and signed Price Quotation Forms (Annex A) to the BAC Secretariat at this address - *Cluster IV (OVRPDE) Procurement Management Unit, BU East Campus, EM's Bo., Legazpi City*, on or before **12:00 NN** of ~~APR 01 2024~~ APR 01 2024, subject to the compliance with the Instructions, Terms and Conditions provided on this Request for Quotation (RFQ).

The interested *supplier* shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. Mayor's/Business Permit**
- b. PhilGEPS Merchant Profile/Abstract or Platinum Registration Certificate**

For any clarification, you may contact the BAC Secretariat at (+63) _____ or send email to bu-rdebac@bicol-u.edu.ph.

Prof. ANGELO P. CANDELARIA
Chairperson, Bids and Awards Committee

<i>Received by:</i>
<i>Date:</i>

ANNEX A
PRICE QUOTATION FORM

Project Identification No:	RDE-2024-013 A
Project Name:	Supply & Delivery of Office Devices & Furniture for CTCED Office
ABC/Fund Source:	Php 75,350.00/ F-01
Contract Period:	15CD after receipt of PO
M.O.P.	Negotiated Procurement-SVP 53.9

Prof. ANGELO P. CANDELARIA
Chairperson, Bids and Awards Committee
BU Cluster IV (OVPRDE)
Legazpi City

THRU: The BAC Secretariat

Dear Sir:

After having carefully read, accepted and complied the Instructions, Terms and Conditions of this RFQ, I/we submit our quotation/s for the item/s as follows:

TECHNICAL OFFER

Item	QTY/UOM		TECHNICAL SPECIFICATIONS	Compliance to Specifications		Offered Technical Specification/Services
				YES	NO	
1.	5	Pc	Multi-tray 3 drawers (Size: 14 1/4"x 6 5/8" x 10 7/8" (LxHxW) Arlin (semi-rough texture) and Buffalo skin (smooth)			
2.	5	Unit	Foldable plastic table, heavy duty, 48.3in.L x 24.0in.W x 29 in.H (121.9cm x 60.9cm x 73.6cm)			
3.	1	Unit	Laminator heavy duty laminating machine (Hot and cold/ Reverse) for A3 and A4 size documents			
4.	5	Pc	Storage box- (Arlin/ Buffalo skin), size: 11" x 15 5/8" x 11" (WxLxH)			
5.	4	Unit	Leather office chair boss high back executive office chair			
6.	2	Unit	Adjustable height steel rack boltless rack 5 layer heavy duty			
7.	10	Unit	Extension outlet 2M Power socket extension with 4 Power socket ports for Home Office			
Delivery Compliance:				Price Validity:		

NOTE: Provide specific brand & model (for equipment & devices) or technical details of offer to determine compliance of the minimum Technical Specifications.

FINANCIAL OFFER

Item	QTY/UOM		Item	Unit Price	Total
1.	5	Pc	Multi-tray 3 drawers		
2.	5	Unit	Foldable plastic table, heavy duty		
3.	1	Unit	Laminator heavy duty laminating machine		
4.	5	Pc	Storage box- (Arlin/ Buffalo skin),		
5.	1	Pc	Presentation pointer and USB remote set		
6.	4	Unit	Leather office chair boss high back executive office		
7.	2	Unit	Adjustable height steel rack boltless rack 5 layer		
8.	10	Unit	Extension outlet 2M Power socket extension		

NOTE: Please quote your **best offer** for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Printed Name / Signature

Position/Designation

Full Company Name:	
Address:	
Telephone No/s	
e-mail Address	

INSTRUCTIONS, TERMS & CONDITIONS

NOTE: Failure to follow these instructions will disqualify your entire quotation.

- (1) Bidders shall provide correct and accurate information required in this form. No altering of the contents of the Price Quotation form in any way shall be allowed. 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;
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail;
- (3) All technical specifications must be complied with; failure to comply shall render the quotation disqualified.
- (4) Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission;
- (5) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable; quotations exceeding the Approved Budget for the Contract shall be automatically rejected;
- (6) Cash on Delivery (C.O.D.) as a mode of payment/delivery is not allowed per agency Accounting Unit Policy;
- (7) Quotations may be submitted through electronic mail at bu-rdebac@bicol-u.edu.ph ;
- (8) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered;
- (9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Cluster IV BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005;
- (10) Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications, requirements and other conditions stated herein;
- (11) The item/s shall be delivered according to the accepted offer of the bidder;
- (12) Item/s delivered shall be inspected on the scheduled date and time of the Cluster IV Supply Office or on the specified date and time for delivery sites outside of the agency premises. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications;
- (13) Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant;
- (14) Implementation of the project shall be in accordance with the provisions of the 2016 Revised Rules and Regulations of R.A. 9184;
- (15) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.