



BIDS AND AWARDS COMMITTEE
 Bicol University Tabaco
 Tayhi, Tabaco City

REQUEST FOR QUOTATION

Project Title:	Procurement of ICT Supplies and materials for various Offices (Fund 05)		
ABC:	Php 58,500.00-LOT 2	Fund Source:	F05-FID
Mode of Procurement	Negotiated Procurement under Shopping (Section 52.1b)	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	Supply Office/Ms. Ma. Lyna B. Bertillo	Delivery Period/s:	15 days upon receipt of Purchase Request
Required Document/s:	<input type="checkbox"/> Mayor's Permit <input type="checkbox"/> PhilGEPS Registration Number <input type="checkbox"/> Income/Business Tax Return <input 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 _____ sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

[Signature]
JOSE MICHAEL B. APAN
 Head, BAC 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	ABC	Compliance to Specifications		Remarks	U/Price
				YES	NO		
1	15 sets	ink 003 (magenta, black, yellow, cyan)					
2	4 sets	ink T664 (black, magenta, yellow, cyan)					
3	10 sets	INK, Brother BT60, 500C,M, Y)					
4	10 sets	INK, HP (GT52, GT51 yellow, cyan, magenta)					
Delivery Compliance:			TOTAL BID PRICE:				
Payment Term:			Price Validity				

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

Contact numbers/e-mail address

Served by/Date: _____



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	ABC	Compliance to Specifications		Remarks	U/Price
				YES	NO		
1							
Delivery Compliance:			TOTAL 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 unit price in accordance with the UOM;
4. State the TOTAL bid price for all items with bid.

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. 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;
8. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
9. 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;
10. 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;
11. 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;
12. 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 which cost of award is PhP50,000.00 and above;
13. Proposals and documents shall be submitted on the following address:

The BAC Chairperson
 Bicol University-Tabaco,
 M. H. Del Pilar St. Tayhi, Tabaco City
 bubatacobac@gmail.com

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