



REQUEST FOR QUOTATIONS
SUPPLY AND DELIVERY OF I.T SUPPLIES AND DEVICES FOR USE AT RDMD FOR THE 1ST-4TH QUARTER 2024

The Bicol University, RDMD through the Corporate Budget for the contract approved by the Board of Regents (F-01) intends to apply the sum **ONE HUNDRED FORTY-SIX THOUSAND EIGHT HUNDRED SIXTY & 00/100 (PHP 146,860.00)** being the Approved Budget for the Contract to payments for the **Supply and Delivery of I.T supplies and Devices for use at RDMD for the 1st-4th Quarter 2024**

The Bicol University-RDMD now requests submission of quotations from bonafide suppliers for the above Procurement Project. Delivery of the Goods is required *15CD after receipt of Purchase Order (PO)* 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 **SHOPPING under Section 52.1b** 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 ~~APR 22 2024~~ ^{APR 22 2024} 12:00 NN to the Cluster IV (RDE) - BAC Secretariat, BU East Campus, EM's Barrio, Legazpi City.

The Bicol University-OVPRDE 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-2024-043 C**



REQUEST FOR QUOTATION

Date: _____

The Manager

The **Bicol University-RDMD**, through the Cluster IV (OVPRDE)-Bids and Awards Committee (BAC), intends to procure **OFFICE APPLIANCES** through Section 52.1b- **Shopping** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

<i>Project Identification No:</i>	<i>RDE-2024-043 C</i>
<i>Project Name:</i>	<i>Supply and Delivery of I.T supplies and Devices for use at BURDMD for the 1st-4th Quarter 2024</i>
<i>ABC/Fund Source:</i>	<i>Php 146,860.00/ 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 (OVPRDE) Procurement Management Unit, BU East Campus, EM's Bo., Legazpi City*, on or before **12:00 NN** of APR 22, 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-2024-043 C
Project Name:	Supply and Delivery of I.T supplies and Devices for use at BURDMD for the 1 st -4 th Quarter 2024
ABC/Fund Source:	Php 146,860.00/ F-01
Contract Period:	15cd after receipt of PO
M.O.P.	Shopping (Section 52.1b)

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.	1	unit	Laptop, Core i5, 1035G1 Processor, 1TB HDD, 256 SSD, 4GB Onboard Memory (upgradable), 15.6", LED Backlit FHD, 60Hz, Webcam, with Windows 10 Home, with pre-installed licensed MS Office, with Bag and mouse, Energy star, with warranty			
2.	1	unit	Multimedia Projector, portable, slim body, 1920x1200 resolution, Full HD resolution, 3000 lumens max brightness, 2 HDMI port, with carrying bag, with 1-year warranty			
3.	2	unit	White Screen/Projector Screen, Soft curtain with stand, 100inches, Heavy Duty, with carrying case			
4.	1	unit	External hard drive, 1TB, 2.5" HDD, USB 3.0			
5.	2	piece	Flash Drive , 64GB, USB 3.0, Plug and play			
6.	2	piece	Internet Security/antivirus, 3 users, 2 years protection			
7.	10	bottle	Epson 003 ink, black			
8.	10	set	Epson 003 ink-cyan, yellow, magenta			
9.	13	pc	HP 678 Black Ink Cartridge (CZ107AA)			
10.	15	pc	HP 678 Tricolor Ink Cartridge (CZ108AA)			
11.	7	bottle	Brother BTD60BK ink			
12.	6	set	Brother BT5000C, BT5000M, BT5000Y ink			
13.	1	pc	Wireless mouse, optical, 2.4GHz connection, 10m working range, silent clicker, 1000DPI			
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.	1	unit	Laptop, Core i5, 1035G1 Processor, 1TB HDD,		
2.	1	unit	Multimedia Projector, portable,		
3.	2	unit	White Screen/Projector Screen, Soft curtain		
4.	1	unit	External hard drive, 1TB, 2.5" HDD, USB 3.0		
5.	2	piece	Flash Drive , 64GB, USB 3.0, Plug and play		
6.	2	piece	Internet Security/antivirus, 3 users,		
7.	10	bottle	Epson 003 ink, black		
8.	10	set	Epson 003 ink-cyan, yellow, magenta		
9.	13	pc	HP 678 Black Ink Cartridge (CZ107AA)		
10.	15	pc	HP 678 Tricolor Ink Cartridge (CZ108AA)		
11.	7	bottle	Brother BTD60BK ink		
12.	6	set	Brother BT5000C, BT5000M, BT5000Y ink		
13.	1	pc	Wireless mouse, optical, 2.4GHz connection,		

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	

ANNEX B
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.