



REQUEST FOR PROPOSAL

Date: _____

The **Bicol University – College of Industrial Technology**, through the Cluster IV-Bids and Awards Committee (BAC), intends to procure **Services** through **Section 53.9 (Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

<i>Project Identification No:</i>	CIT-2024-011
<i>Project Name:</i>	Provision for Machine Cutting Services for diploma jackets production for the 2024 BU Commencement Exercises
<i>ABC/Fund Source:</i>	PhP 70,000.00 / F-164
<i>Contract Period:</i>	7CD upon receipt of LO

Please submit your duly accomplished and signed Price Quotation Forms (Annex A) to the BAC Secretariat at this address - *Cluster IV (CIT, CENG, IDEA) Procurement Management Unit, BU East Campus, EM's Bo., Legazpi City*, on or before **12:00 NN of April 29, 2024**, subject to the compliance with the Instructions, Terms and Conditions provided on this Request for Quotation (RFQ).

The interested service providers are encouraged to conduct site inspection to assess facilities for repair and shall also submit the following documents along with the quotation on or before the above specified deadline of submission:

- 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) 9690474492 or send email to bu-cluster4bac@bicol-u.edu.ph.

Prof. JOEL N. SALES
Chairperson, Bids and Awards Committee

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

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-cluster4bac@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.

ANNEX A PRICE QUOTATION FORM

Project Identification No:	CIT-2024-011
Project Name:	Provision for Machine Cutting Services for diploma jackets production for the 2024 BU Commencement Exercises
ABC/Fund Source:	PhP 70,000.00 / F-164
Contract Period:	7CD upon receipt of LO
M.O.P.	Negotiate Procurement-Small Value Procurement (Section 53.9)

Prof. JOEL N. SALES

Chairperson, Bids and Awards Committee
BU Cluster IV (CIT, CENG, IDEA)
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	lot	Provision for Machine Cutting Services for diploma jackets production for the 2024 BU Commencement Exercises No. of chipboards: 14,000 pcs Diploma Jacket size: 8.5x11"			
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	Lot	Provision for Machine Cutting Services for the diploma jackets production for the 2024 BU Commencement Exercises		

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	



Republic of the Philippines
BICOL UNIVERSITY
College of Industrial Technology
Legazpi City

REQUEST FOR PROPOSAL
PROVISION FOR MACHINE CUTTING SERVICES FOR DIPLOMA JACKETS PRODUCTION FOR THE 2024 BU
COMMENCEMENT EXERCISES
CIT-2024-011

The Bicol University – College of Industrial Technology, through the Corporate Budget for the contract approved by the Board of Regents (F-164) intends to apply the sum **Seventy Thousand & 00/100 Pesos (PhP 70,000.00)** being the Approved Budget for the Contract to payments for the **Provision for Machine Cutting Services for Diploma Jackets Production for the 2024 BU Commencement Exercises.**

The Bicol University-College of Industrial Technology now requests submission of quotations from bona fide suppliers for the above Procurement Project. Delivery of the Goods is required on *7-calendar days upon receipt of Purchase Order* 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 **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 29, 2024, 12:00 NN** to the Cluster IV (CIT, CENG, IDEA) - BAC Secretariat, BU East Campus, EM's Barrio, Legazpi City.

The Bicol University – College of Industrial Technology 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-BU East Campus, EM's Barrio, Legazpi City 4500 at 09690474492 or e-mail at bu-cluster4bac@bcd-u.edu.ph.

Approved: _____

Prof. JOEL N. SALES
BAC Chairperson

Transaction Reference No. **GDS-2024-011**