



# BIDS AND AWARDS COMMITTEE

Bicol University Polangui, Centro Occidental, Polangui, Albay  
bupcbacoffice@gmail.com

## REQUEST FOR QUOTATIONS

Solicitation No: LR\_2024\_03\_0006

Project Title:	<b>Purchase of the following office equipment to be used in Accounting Office.</b>		
ABC:	<b>Php 94,500.00</b>	Fund Source:	<b>F-05</b>
Mode of Procurement	<b>Small-Value Procurement</b>	Mode of Evaluation	<b>By lot</b>
Implementing Office/ End-user/s:	<b>Ma. Andrea M. Rumbaoa</b>	Delivery Period/s:	<b>30 Days</b>
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit <input checked="" type="checkbox"/> PhilGEPS Registration Number <input checked="" type="checkbox"/> BIR Certificate of Registration	<input type="checkbox"/> Income & Business Tax Return <input checked="" type="checkbox"/> Omnibus Sworn Statement <input checked="" type="checkbox"/> DTI/SEC	

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 26 APR 2024, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

**ALEXIS S. SARIO**  
BAC Secretary

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	Compliance to Specifications		Remarks	Unit Price
			YES	NO		
1	1 unit	Document Scanner Specs: Scanning speed of up to 35 ppm / 70 ipm Automatic Document Feeder (ADF) of up to 50 sheets Daily duty cycle of up to 5,500 sheets One-pass duplex scanning Paper protection function and image sensor glass dirt detection Scanner Type: A4 sheet-fed, one-pass duplex colour scanner Sensor Type: Colour Contact Image Sensor Scanning Method: Fixed carriage and moving document Light Source: RGB LED Optical Resolution: 600 x 600 dpi Output Resolution: 50 - 1,200 dpi (1 dpi increments) Bit Depth: Each colour (RGB): 10 bit input / 8 bit output Min Document Size:				



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		50.8 x 50.8 mm Max Document Size: 215.9 x 6096 mm			
2	1 unit	All-in-One Ink Tank Printer Specs: Print speed of up to 17.0 ipm Prints up to A3+ (for simplex) Automatic duplex printing Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) Wi-Fi, Wi-Fi Direct Printer Type: Print, Scan, Copy, Fax with ADF Printhead Minimum Ink Droplet Volume:3.3 pl Printer Language: ESC / P-R Print Direction: Bi-directional printing Nozzle Configuration:400 x 1 nozzles (Black), 128 x 1 nozzles per colour (Cyan, Magenta, Yellow) Maximum Resolution:4800 x 1200 dpi Automatic 2-sided Printing: Yes (up to A4 / Letter)			
3	2 packs	Carrier Sheets Specs: Compatible with the document scanner Works with Media up to A4 8.3 x 11.7in, Holds Folded Media up to A3 11.7 x 16.5in.			
Delivery Compliance:			<b>BID PRICE:</b>		
Payment Term:			Price Validity:		

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

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

\_\_\_\_\_  
Contact numbers/e-mail address



## 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  
 Bicol University Polangui  
 BAC Office, Centro Occidental, Polangui, Albay  
 09632766415 or bupcbacoffice@gmail.com*

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.

### REQUEST FOR QUOTATION

The BICOL UNIVERSITY POLANGUI through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project:

Name of Project : **PURCHASE OF THE FOLLOWING OFFICE EQUIPMENT TO BE USED IN ACCOUNTING OFFICE**

1 unit Document Scanner
Specs: Scanning speed of up to 35 ppm / 70 ipm Automatic Document Feeder (ADF) of up to 50 sheets Daily duty cycle of up to 5,500 sheets One-pass duplex scanning Paper protection function and image sensor glass dirt detection Scanner Type: A4 sheet-fed, one-pass duplex colour scanner Sensor Type: Colour Contact Image Sensor Scanning Method: Fixed carriage and moving document Light Source: RGB LED Optical Resolution: 600 x 600 dpi Output Resolution: 50 - 1,200 dpi (1 dpi increments) Bit Depth: Each colour (RGB): 10 bit input / 8 bit output Min Document Size: 50.8 x 50.8 mm Max Document Size: 215.9 x 6096 mm
1 unit All-in-One Ink Tank Printer
Specs: Print speed of up to 17.0 ipm Prints up to A3+ (for simplex) Automatic duplex printing Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) Wi-Fi, Wi-Fi Direct Printer Type: Print, Scan, Copy, Fax with ADF Printhead Minimum Ink Droplet Volume:3.3 pl Printer Language: ESC / P-R Print Direction: Bi-directional printing Nozzle Configuration:400 x 1 nozzles (Black), 128 x 1 nozzles per colour (Cyan, Magenta, Yellow) Maximum Resolution:4800 x 1200 dpi Automatic 2-sided Printing: Yes (up to A4 / Letter)
2 packs Carrier Sheets
Specs: Compatible with the document scanner Works with Media up to A4 8.3 x 11.7in, Holds Folded Media up to A3 11.7 x 16.5in.

Location : BICOL UNIVERSITY POLANGUI, POLANGUI, ALBAY  
Delivery Period : 30 Days

### **PURCHASE OF THE FOLLOWING OFFICE EQUIPMENT TO BE USED IN ACCOUNTING OFFICE**

The Bicol University Polangui, through the Corporate Budget for the contract approved by the Board of Regents intends to apply the sum of **Ninety-Four Thousand Five Hundred Pesos Only (Php94,500.00)** being the Approved Budget for the Contract to payments for the contract: **Purchase of the following office equipment to be used in Accounting Office.**

The Bicol University Polangui now requests proposals from bonafide suppliers to submit proposals for the **Purchase of the following office equipment to be used in Accounting Office.**



Procurement will be conducted through Negotiated Procurement– an alternative methods of procurement specified and prescribed under rule XVI - Alternative Modes of Procurement, Section 53.9 – Negotiated Procurement (Small Value Procurement), of the Implementing Rules and Regulations Part-A (IRR-A) of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Supplier shall submit proposals on or before April 24, 2024, 12:00 NN to the BAC Secretariat, *Bicol University Polangui, Polangui, Albay*.

Bicol University Polangui reserves the right to reject any or all the bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer to the Bicol University Polangui, for and in behalf of the project. Bicol University Polangui assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred for the preparation of bids, nor does it guarantee that an award will be made.

For further information, please contact The BAC Secretariat Office, Bicol University Polangui, Polangui, Albay 4506, and Contact no.: 09-632-766-415, [bupcbacoffice@gmail.com](mailto:bupcbacoffice@gmail.com)

Approved by:

**PROF. ARTEMIO JEROME S. RIVERA, JR.**  
BAC Chairman

Transaction Reference#: **LR\_2024\_03\_0006**