



REQUEST FOR QUOTATIONS

Solicitation No: LR_2025_10-0045

Project Title:	Purchase of Office Equipment to be used in the BU Polangui Accreditation Office and for Laboratory Instruction and class lectures in the Electronics and Computer Engineering Department		
ABC:	Php 87,980.00	Fund Source:	F-05
Mode of Procurement	Small-Value Procurement	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	Eunice Jane B. Doctor and Floradel S. Relucio	Delivery Period/s:	30 Days
Required Document/s:	<div><input checked="" type="checkbox"/> Mayor's Permit</div> <div><input checked="" type="checkbox"/> PhilGEPS Registration Number</div> <div><input checked="" type="checkbox"/> Tax Clearance</div> <div><input type="checkbox"/> Income & Business Tax Return</div> <div><input checked="" type="checkbox"/> Omnibus Sworn Statement</div>		

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 09 OCT 2025, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

Aileen V. Hilutin
AILEEN V. HILUTIN
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	Compliance to Specifications		Remarks	Unit Price
			YES	NO		
1	1 unit	Document Scanner Specs: Type: A4 sheet-fed, one-pass duplex colour scanner Scanning Speed: Up to 35 ppm / 70 ipm Automatic Document Feeder (ADF): Up to 50 sheets Daily Duty Cycle: Up to 5,500 sheets Optical Resolution: 600 x 600 dpi (up to 1,200 dpi output) Supported Document Size: 50.8 x 50.8 mm to 215.9 x 6096 mm Features: One-pass duplex scanning, paper protection function, image sensor dirt detection				
2	1 unit	Binding Machine Specs: Heavy-duty manual comb binding machine 24-hole punching Punching capacity: up to 25 sheets (80gsm)				



BIDS AND AWARDS COMMITTEE

Bicol University Polangui, Centro Occidental, Polangui, Albay
bac-polangui@bicol-u.edu.ph

		Binding capacity: up to 500 sheets (80gsm) Suitable for A4 size documents With adjustable margin and edge guide Ergonomic handle for easy punching and binding Durable construction, brand new				
3	2 units	8-inch 200W Portable Sound System with 2 Wireless Microphones 8-inch 2 Way 200 Watts Active Speaker Plastic Injection Cabinet With 2 Wireless Handheld Mic With USB / Bluetooth/ NFC/FM/LED Light With guitar Input and Wired Mic Input With Line In With Volume, Treble, Bass, Echo Controls With Mic Volume and Guitar Volume Controls With Rechargeable Battery With Retractable Handle With 2 Wheels for Ease of Mobility Tripod Mountable Includes Remote Control, 1A 13.5VDC Adaptor, 2 Mic Holders				
Delivery Compliance:			BID PRICE:			
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



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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:		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 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
09104618693 or bac-polangui@bicol-u.edu.ph

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.