

REQUEST FOR PROPOSAL

Solicitation # **BUGC-GDS-2025-32**

Project Title:	Provision of labor and materials for the maintenance check-up, change-oil and replacement of parts of BUGC vehicle Hi-Ace Grandia with Plate No. SKC 987		
ABC:	Php132,802.00	Fund Source:	F-01
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	By Lot
Implementing Office/ End-user/s:	KRISTINE JOY L. PANTINO End-User	Delivery Period/s:	Thirty (30) Calendar Days Upon Receipt of L.O.
Required Document/s:	☒ Mayor's Permit ☒ PhilGEPS Registration Number ☒ DTI ☒ Tax Clearance Certificate ☒ Income/Business Tax Return ☒ Certificate of Registration (BIR Form No. 2303) ☐ 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 **June 10, 2025, 12NN** sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

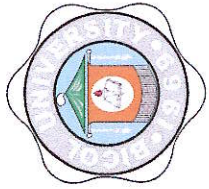

MARIA RECHEL M. MARCAIDA

BU Gubat Campus BAC Secretariat in-charge

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	Total Price
			YES	NO			
1.	1	Brake Cleaner + Brake Paste + Grease					
2.	1	Brake Fluid					
3.	1	Fuel Injector Cleaning (Labor & Material)					
4.	7	Engine Oil Fully Synthetic / L					
5.	1	Oil Filter					
6.	1	Engine Flush					
7.	1	Engine Air Filter					
8.	1	Cabin Aircon Filter					
9.	4	Strut Bar Bushing (Left & Right)					
10.	2	Shock Absorber Front (Left & Right)					





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BICOL UNIVERSITY
GUBAT CAMPUS
BIDS AND AWARDS COMMITTEE
Gubat, Sorsogon
bac-gubat@bicol-u.edu.ph



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11.	2	Shock Absorber Rear (Left & Right)					
12.	2	Shock Mounting (Left & Right)					
13.	6	Transmission Oil Manual					
14.	2	Steering Fluid (ATF)					
15.	3	Differential Gear Oil					
16.	8	Coolant					
17.	1	Drivebelt					
18.	1	Timing Belt Set (W/ Tensioner, Idler, Oil Seal)					
19.	1	Wheel Alignment W/ Camber					
20.	3	Wiper Blade Front & Rear					
21.	1	Radiator Assembly					
22.	2	Radiator Hose, Upper & Lower					
23.	2	Radiator Hose, Inlet & Outlet (Genuine Toyota)					
24.	1	Thermostat					
25.	1	Labor: Brake Cleaning Front / Rear, Left & Right					
26.	1	Labor: Brake Fluid Flushing					
27.	1	Labor: Change Engine Oil					
28.	1	Labor: Transmission Fluid/Oil Change					
29.	1	Labor: Differential Gear Oil / Fuit Change					
30.	1	Labor: Steering Oil / Fluid Change					
31.	1	Labor: Coolant Flushing					
32.	4	Labor: Replace Strut Bar Bushing (Left & Right)					
33.	4	Labor: Replace Shock Absorber Front & Rea (Left & Right)					
34.	1	Labor: Replace Drive Belt					
35.	1	Labor: Replace Timing Belt					
36.	1	Labor: Remove & Replace Radiator Assembly & Radiator Hoses					
Delivery Compliance:			BID PRICE:				
Payment Term:			Price Validity:				

Served by:


ANNA LIZA G. CASTILLO

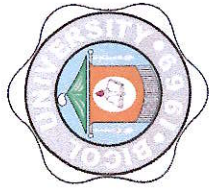
Printed Name / Signature / T.I.N.#

Contact numbers/e-mail address



A University for Humanity characterized by productive scholarship, transformative leadership, collaborative service and distinctive character for sustainable societies.





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ANNA LIZA G. CASTILLO

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:			1 2 3		
Payment Term:					
BID PRICE:					
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. 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 Gubat
Pinontingan, Gubat, Sorsogon



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