



Republic of the Philippines
BICOL UNIVERSITY
Office of the Vice President for Research Development & Extension
Legazpi City



REQUEST FOR QUOTATION

Date: **September 24, 2025**

The **Bicol University-RDMD**, through the Cluster IV (OVPRDE)-Bids and Awards Committee (BAC), intends to procure **Access to Platform** through **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act No. 12009 (NGPA).

<i>Project Identification No:</i>	<i>RDE-2025-172</i>
<i>Project Name:</i>	<i>Provision of Access to plagiarism Checker Platform</i>
<i>ABC/Fund Source:</i>	<i>₱500,000.00 / F-01</i>
<i>Contract Period:</i>	<i>15cd after receipt of LO</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 October 8, 2025**, subject to the compliance with the Instructions, Terms and Conditions provided on this Request for Quotation (RFQ).

The interested supplier shall submit the following documents with the duly signed quotations on or before the above specified deadline of submission:

- a. Mayor's/Business Permit**
- b. Proof of PhilGEPS/Registration**

For any clarification, you may contact the BAC Secretariat at (+63) _____ or send email to bu-rdebac@bicol-u.edu.ph.

(Original Signed)

Prof. EDGARDO L. BESMONTE
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. 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.
- (2) The bidder must state compliance of the technical specifications in the designated portion of the quotation forms; failure to comply shall render the quotation disqualified;
- (3) Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission;
- (4) 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;
- (5) Cash on Delivery (C.O.D.) as a mode of payment/delivery is not allowed per agency Accounting Unit Policy;
- (6) Quotations may be submitted through electronic mail at bu-rdebac@bicol-u.edu.ph ;
- (7) 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;
- (8) 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 "toss coin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005;
- (9) Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications, requirements and other conditions stated herein;
- (10) The item/s shall be delivered according to the accepted offer of the bidder;
- (11) 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;
- (12) 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; **TAX CLEARANCE** and additional documents may be required by the Accounting Unit;
- (13) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. Bicol University may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (14) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under R.A. no. 12009 and its Implementing Rules & Regulations (IRR);
- (15) Implementation of the project shall be in accordance with the provisions of the Implementing Rules and Regulations of R.A. 12009 (New Government Procurement Act);
- (16) 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:	RDE-2025-172
Project Name:	Provision of Access to Plagiarism Checker Platform
ABC/Fund Source:	₱500,000.00 / F-01
Contract Period:	15cd after receipt of LO
M.O.P. / Evaluation	SVP (Sec. 34) / By lot

Prof. EDGARDO L. BESMONTE

Chairperson, Bids and Awards Committee

BU Cluster IV (OVRDE)

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	<p>Provision of Access to Plagiarism Checker Platform for the use in Checking Research Proposals and other Scholarly work at the RDMD and other Offices under OVRDE and Academic Colleges- <u>ACCESS FOR 1-YEAR; 1255 USERS</u></p> <p>PLATFORM CAPABILITIES AND FEATURES:</p> <ul style="list-style-type: none"> • Good scholarly publication-database of subscription-based electronically published content that covers over 170 million articles from mainstream to specialized sources on virtually every popular, business and professional topic; • <u>CrossRef</u> which provides over 69 million articles and documents from publishers; • A database of 60 billion+ pages of continuously-updated content from the publicly accessible internet; • An archived copy of past web pages no longer available on the internet; • Wikipedia content provided through a direct partnership and ingested via a bespoke tool; • Can be used through web, integrated natively or via API and LTI into most popular LMSs including Microsoft Teams, Canvas, Moodle, Sakai, and <u>BlackBoard</u>; • Have access to an unparalleled set of content databases to compare papers against which greatly improves the quality of each check and ensures that you get accurate search results and spend less time evaluating papers; • Exclusion types supported include bibliography, quotes, unoriginal content, repositories, and small matches to skip false-positives; 			

		<ul style="list-style-type: none"> • Student Paper Data Base-1.4 plus Billion Student paper submission available worldwide used to discourage students collusion when comparing against 15 years of student papers; • Internet Data Base-91 billion current and archived web pages used to compare matches against individual internet sources to easily see potential copy and paste plagiarism; • Ready-to-use Rubrics- Provide teachers with a library of rubrics that they can view side-by-side with the student work they're reviewing and easily assign scores by category; • Grammar Check- Provides a summary and diagnostic feedback about errors in grammar, usage, mechanics, style and spelling errors; and • Data Security- FERPA, COPPA and GDPR compliant • Full version of Feedback Studio includes Originality Check, Peer Mark, and Grade Mark • AI Detection full version • Access to Risk Assessment Dashboard via dedicated URL • Unlimited Submissions • Integrations to LMS <p>Inclusion:</p> <ul style="list-style-type: none"> - Technical support (app management and training of administrator and instructor) within the duration of access. 			
Delivery Compliance:				Price Validity:	

NOTE: Deviation in the requirements must be clearly stipulated in the offer; specific branding & package name 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 of Access to Plagiarism Checker Platform- ACCESS FOR 1-YEAR; 1,255 USERS		

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	

