



REQUEST FOR QUOTATIONS

Solicitation No: LR_2025_10_0044

| | | | |
|-------------------------------------|--|--------------------|---------|
| Project Title: | Purchase of One (1) unit Riso Printing Machine to be used in the BU Polangui Nursing Department | | |
| ABC: | Php 150,000.00 | Fund Source: | F-05 |
| Mode of Procurement | Small-Value Procurement | Mode of Evaluation | By lot |
| Implementing Office/ End-user/s: | Ma. Brenda P. Yapchiongco | 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 set | Riso Printing Machine with Accessories Resolution: 300x400dpi, Feeding Capacity: 1000 sheets , Imaging Area: 252x355mm Image Modes: Text, Text Photo, Photo, Pencil & Newspaper, Print Speed: 130 ppm Paper Size: Up to A3 size Paper Weight: 35 – 128 gsm Capacity: Feeder- 1,000 sheets Stacker – 1,200 sheets | | | | |
| 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



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.