



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
 Tabuk City, Kalinga 3800  
**Bids and Awards Committee**



|                                    |   |                     |                               |
|------------------------------------|---|---------------------|-------------------------------|
| Title                              | REQUEST FOR QUOTATION   |                     |                               |
| Name of Contract                   | <b>PURCHASE OF SCHOOL SUPPLIES AND MATERIALS FOR INCOME GENERATING PROJECT</b>  | RFQ No.             | <b>RFQ_Goods_2022-04-023</b>  |
| Location of Contract               | <b>KSU-MAIN CAMPUS, BULANAO, TABUK CITY, KALINGA</b>  | Date                | <b>APRIL 21, 2022</b>         |
| End-User Unit                      | <b>BUSINESS AFFAIRS OFFICE</b>  | Fund Cluster        | <b>BRF CY 2022</b>            |
| Implementing Unit                  | <b>BAO-AUXILIARY SERVICES</b>   | ABC                 | <b>PHP 367,661.00</b>         |
| Period of Advertisement            | <b>APRIL 22-25, 2022 @ 10:00 AM</b>   | Mode of Procurement | <b>SHOPPING (Sec. 52.1.b)</b> |
| Instructions to External Providers | Please quote your government price, taxes included, and FOB, subject to the Terms and Conditions stated below, and submit your quotation duly signed by your representative <b>not later than ten o'clock in the morning (10 am) of APRIL 25, 2022</b> , in a sealed envelope to the business or e-mail address below and shall be opened on the same day at 10:01 am.  |                     |                               |
| Terms and Conditions               | <ol style="list-style-type: none"> <li>1. All entries must be typewritten or legibly written.</li> <li>2. Price validity shall be for 30 calendar days.</li> <li>3. The filled-out RFQ must be submitted by prospective external service providers together with the following Attachments:               <ol style="list-style-type: none"> <li>a) <b>Technical Documents:</b> <ol style="list-style-type: none"> <li>i. <b>CY 2022 Mayor's/Business Permit</b></li> <li>ii. <b>PhilGEPS Registration Number</b></li> <li>iii. <b>Integrity Pledge for KSU Service Provider and AMO's valid Identification</b></li> </ol> </li> <li>A. <b>FINANCIAL DOCUMENTS</b> (<i>duly signed every page</i>):               <ol style="list-style-type: none"> <li>i. <b>Schedule of Prices</b></li> <li>ii. <b>Technical Data Sheet of each item</b></li> </ol> </li> </ol> </li> <li>4. Evaluation of bids shall be based on the TOTAL lowest offer. Prospective suppliers shall have one option of submitting a proposal for ALL items. Bids received more than the ABC shall be automatically rejected at bid opening.</li> <li>5. The following are the Annexes:               <ol style="list-style-type: none"> <li>a) <b>Annex A_Schedule of Prices</b></li> <li>b) <b>Annex B_Integrity Pledge for KSU Service Provider</b></li> </ol> </li> <li>6. Completion of the Delivery is required within the above-stated Delivery Schedule effective upon confirmation of the Purchase Order. Since delayed delivery translates into delayed government service, a Liquidated Damages shall be imposed on erring suppliers.</li> <li>7. The total price quoted is subject to withholding tax and payable checks.</li> <li>8. The following are the Annexes:               <ol style="list-style-type: none"> <li>c) <b>Annex A_Schedule of Prices</b></li> <li>d) <b>Annex B_KSU Service Provider Integrity Pledge and AMO's valid Identification</b></li> </ol> </li> <li>9. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or his/her duly authorized representative/s.</li> <li>10. The Kalinga State University reserves the right to reject any bids, declare a failure of bidding, or not award the contract at any time before contract award per Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.</li> <li>11. During the Contract Implementation, the winning bidder is expected to adhere to the Green Procurement Program of the government, per E.O. No. 301 issued in 2004.</li> <li>12. After the delivery, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.</li> </ol> <p style="text-align: center;"><b><i>I hereby certify to comply with all the above Terms and Conditions.</i></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Name of Company/Bidder</i> <span style="margin-left: 200px;"><i>Signature Over Printed Name of Representative</i></span></p> |                     |                               |
| Prepared by/<br>Contact Person     | <b>MR. RONALDO B. DALUPING</b><br>BAC Secretariat, Procurement Management Office<br>KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga<br>CP No. 0917-774-4185/ procurementservice_bac@ksu.edu.ph   | <br>Signature       |                               |
| Approved by                        | <b>ROMUALDO U. WACAS, PhD.</b><br>BAC Chairman  | <br>Signature       |                               |