



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



Title	NOTICE FOR NEGOTIATED PROCUREMENT (NNP)		
Name of Contract	PROCUREMENT OF MEALS AND SNACKS FOR 2ND QUARTER CONSOLIDATED EXTENSION ACTIVITIES	RFQ No.	IB_GOODS_2021-05-029
Procuring Entity	KALINGA STATE UNIVERSITY	Date	JUNE 1, 2021
End-User Unit	DIRECTOR FOR EXTENSION SERVICES	Fund Cluster	RAF 2021
Implementing Unit	VPRDET OFFICE	ABC	PHP 541,200.00
Period of Advertisement	JUNE 5-8, 2021 @ 10:00 AM	Mode of Procurement	SMALL VALUE PROCUREMENT (SEC 59.3)
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 not later than ten o'clock in the morning (10 am) of June 8, 2021 , 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"> 1. All entries must be typewritten or legibly written. 2. Price validity shall be for 30 calendar days. 3. The filled-out NNP must be submitted by the prospective service provider/supplier together with the following Attachments: <ol style="list-style-type: none"> a) Eligibility/Technical Document <ol style="list-style-type: none"> i. CY 2021 Mayor's/Business Permit ii. Valid PhilGEPS Registration Number iii. Income/ Business Tax Return iv. Original duly signed revised Omnibus Sworn Statement (OSS) v. Integrity Pledge for KSU Service Provider and AMO's valid Identification b) Financial Documents: <ol style="list-style-type: none"> i. Original of duly signed Schedule of Prices 4. Bids received more than the ABC shall be automatically rejected at bid opening. 5. The total price quoted is subject to withholding tax and payable checks. 6. The following are the Annexes: <ol style="list-style-type: none"> a) Annex A_Schedule of Prices b) Annex B_Omnibus Sworn Statement (Revised) c) Annex C_ KSU Service Provider Integrity Pledge and AMO's valid Identification 7. Delivery services shall be conformed with the final schedule. 8. Responsibilities of KSU: <ol style="list-style-type: none"> a) The College Extension Chairman shall present a permit or authorization from IATF allowing such activity despite the Covid-19 pandemic to the host barangay. A copy of this authorization shall be furnished to the PMO for accountability and documentation. b) For the venues of extension activity outside Tabuk City, the respective College Extension Chairman with the KSU's vehicle and the driver shall fetch the foods at the Supplier's business address. c) The PMO shall inform the Supplier of the change of schedule or venue at least three (3) calendar days before the actual duration. The re-scheduling should be valid by submitting written justification from the College Extensionist duly approved by Extension Director. d) As proof of undertaking the activity, the College Extension Chairman shall submit original or authenticated copies of the following: <ol style="list-style-type: none"> i. Attendance Sheet (in standard format) ii. Copy of Program of Activities iii. Pictorials during the receipt of food items by the valid participants. The pictorials shall bear a date during the activity. e. 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. 		



9. Delivery Terms and Responsibilities of a Supplier:

- a) For the venues of extension activity within Tabuk City, the winning Supplier shall arrange to transport food containers to such locations.
- b) Take utmost care to ensure that the quality of food is maintained consistently and that the foods are fresh and hygienic.
- c) Not change the menu given by KSU at any time without written confirmation from KSU-Procurement Management Office (PMO).
- d) Provide for all catering equipment and shall maintain such equipment in functional and hygienic condition at all times.
- e) Not charged KSU should the food served were unhygienic, spoiled or expired, and such condition is attributable to the caterer.
- f) The Supplier should engage and deploy such number of personnel, with proper dress code and Covid-19 personal protective equipment, as may be adequate to carry out its obligations.
- g) Bidders should comply with the applicable provisions of Section 23.4.1.1 of 2016 Revised IRR of R.A. 9184 (Eligibility Criteria for Procurement of Goods) and with a modified set of requirements integrating eligibility documents and criteria for procurement of goods as provided in Annex D of the 2016 revised IRR of RA No. 9184.
- h) During the Delivery Schedule, the Supplier is expected to adhere to the **Green Procurement Programs** of the government under E.O. No. 301 issued in 2004.
- i) **After completing services, the Service Provider shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.**

I hereby certify to comply with all the above Terms, Responsibilities, and Conditions.

 Name of Company/Bidder

 Signature Over Printed Name of Representative

Prepared by/ Contact Person	MR. RONALDO B. DALUPING BAC Secretariat, Procurement Management Office KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga CP No. 0917-774-4185/ procurementservice_bac@ksu.edu.ph	 Signature
Approved by	EDNA P. YUMOL, CPA, PhD BAC Chairman	 Signature