





Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga  
 Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) Tel.No.: (074) 627-5321

Title	<b>REQUEST FOR PROPOSAL</b>		
Name of Contract	<b>CATERING OF SNACKS AND MEALS FOR ONLINE TRAINING ON TERTIARY LEVEL LEARNING PACKET</b>	RFP No.	<b>RFP_GOODS_2020-11-068</b>
Location of Contract	<b>KSU BULANAO CAMPUS, TABUK CITY, KALINGA</b>	Date	<b>NOVEMBER 20, 2020</b>
End-User Unit	<b>TRAINING AND PROFESSIONAL DEVELOPMENT</b>	Fund Cluster	<b>RAF CY 2020</b>
Implementing Unit	<b>HIGHER EDUCATION SERVICES</b>	ABC	<b>PHP 273,600.00</b>
Period of Advertisement	<b>NOVEMBER 21-23, 2020 @ 10:00 AM</b>	Mode of Procurement	<b>SMALL VALUE PROCUREMENT (SEC 59.3)</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 November 23, 2020</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 RFP 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. CY 2020 Mayor's/Business Permit</li> <li>ii. PhilGEPS Registration Number</li> <li>iii. Omnibus Sworn Statement</li> <li>iv. Integrity Pledge for KSU Service Provider and Manager's valid Identification</li> </ol> </li> <li>b) <b>Financial Documents (duly signed every page):</b> <ol style="list-style-type: none"> <li>i. Schedule of Prices (per item)</li> <li>ii. External Service Provider's Conformance to the Terms of Reference</li> </ol> </li> </ol> </li> <li>4. Evaluation of bids and award of contract shall be based on the <b>TOTAL lowest offer for ALL ITEMS</b>. Prospective service providers shall have one option of submitting a proposal for <b>ALL ITEMS</b>. Bids received more than the ABC shall be <b>automatically rejected at bid opening</b>.</li> <li>5. Completion of the Delivery is required within Three Days as identified by the end-user. Since delayed delivery translates into delayed government service, a Liquidated Damages shall be imposed on erring suppliers.</li> <li>6. The total price quoted is subject to withholding tax and payable checks.</li> <li>7. The following are the Annexes:           <ol style="list-style-type: none"> <li>a) <b>Annex A: Bill of Quantities</b></li> <li>b) <b>Annex B: Omnibus Sworn Statement Form</b></li> <li>c) <b>Annex C: KSU Service Provider Integrity Pledge and Manager's valid Identification</b></li> </ol> </li> <li>8. 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>9. 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>10. 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>11. <b>After the delivery, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.</b></li> </ol> <p style="text-align: center;"><i>I hereby certify to comply with all the above Terms and Conditions.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Name of Company/Bidder</i> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature Over Printed Name of Representative</i> </div> </div>		
Prepared by/ Contact Person	<b>MR. RONALDO B. DALUPING</b> BAC Secretariat, Procurement Management Office KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga CP No. 0917-774-4185/ <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a>		 <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> Signature
Approved by	<b>EDNA P. YUMOL, CPA, PhD</b> BAC Chairman		 <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> Signature