




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 Tel. No.: (074) 627-5321

Title	REQUEST FOR QUOTATION		
Name of Contract	PROCUREMENT OF OFFICE SUPPLIES AND MATERIALS FOR TERTIARY EDUCATION SUBSIDY	RFQ No.	RFQ_GOODS_2020-11-072
Procuring Entity	KALINGA STATE UNIVERSITY	Date	NOVEMBER 20, 2020
End-User Unit	TERTIARY EDUCATION SUBSIDY	Fund Cluster	TRF CY 2020
Implementing Unit	STUDENT SERVICES AND PLACEMENT SERVICES	ABC	PHP 301,250.00
Period of Advertisement	NOVEMBER 23-26, 2020 @ 10:00 AM	Mode of Procurement	SHOPPING (Sec. 52.1.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 not later than ten o'clock in the morning (10 am) of November 26, 2020 , 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 RFQ must be submitted by prospective external service providers together with the following Attachments: <ol style="list-style-type: none"> a) Technical Documents: <ol style="list-style-type: none"> i. CY 2020 Mayor's/Business Permit ii. PhilGEPS Registration Number iii. Integrity Pledge for KSU Service Provider and AMO's valid Identification b) Financial Documents (duly signed every page): <ol style="list-style-type: none"> i. Schedule of Prices (per item) 4. Evaluation of bids and award of contract shall be based on the TOTAL lowest offer. Prospective suppliers shall have one option of submitting a complete proposal for ALL ITEMS. Bids received more than the ABC shall be automatically rejected at bid opening. 5. Completion of the Delivery is required within Fifteen (15) Calendar Days effective upon confirmation of Purchase Order. Since delayed delivery translates into delayed government service, a Liquidated Damages shall be imposed on erring suppliers. 6. The total price quoted is subject to withholding tax and payable checks. 7. The following are the Annexes: <ol style="list-style-type: none"> a) Annex A_Schedule of Prices b) Annex B_ KSU Service Provider Integrity Pledge and Manager's valid Identification 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. 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. 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. 11. After the delivery, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment. <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	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	