





Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Bids and Awards Committee

Title	REQUEST FOR QUOTATION		
Name of Contract	PURCHASE AND DELIVERY OF ID CARD PRINTER RIBBON	NNP No.	RFQ_GOODS_2023-11-134
Location of Contract	KSU-BULANA0 CAMPUS, TABUK CITY, KALINGA	Date	NOVEMBER 29, 2023
End-User Unit	BAO-AUXILIARY SERVICES	Fund Cluster	BRF CY 2023
Implementing Unit	BAO-AUXILIARY SERVICES	ABC	PHP 230,000.00
Period of Advertisement	NOVEMBER 30, 2023 TO DECEMBER 4, 2023 @ 10 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 DECEMBER 4, 2023 , 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"> All entries must be typewritten or legibly written. Price validity shall be for 30 calendar days. The filled-out RFQ must be submitted by prospective external service providers together with the following Attachments: <ol style="list-style-type: none"> TECHNICAL DOCUMENTS: <ol style="list-style-type: none"> CY 2023 Mayor's/Business Permit PhilGEPS Registration Number Integrity Pledge for KSU Service Provider and AMO's valid Identification FINANCIAL DOCUMENTS (<i>duly signed every page</i>): <ol style="list-style-type: none"> Schedule of Prices Technical Data Sheet of each item 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. The following are the Annexes: <ol style="list-style-type: none"> Annex A_Schedule of Prices Annex B_ Integrity Pledge for KSU Service Provider Completion of the Delivery is required within Fifteen (15) calendar days as indicated above, effective upon confirmation of the Purchase Order. Since delayed delivery translates into delayed government service, Liquidated Damages shall be imposed on erring suppliers. The total price quoted is subject to withholding tax and payable checks. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the supplier or his/her duly authorized representative/s. 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. During the Contract Implementation, the winning bidder is expected to adhere to the government's Green Procurement Program, per E.O. No. 301 issued in 2004. 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> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Name of Company/Bidder</i> <i>Signature Over Printed Name of Representative</i></p>		
Prepared by/ Contact Person	LEANN JOY D. CADUCIO BAC Secretariat, Procurement Management Office KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga TelNo. (074) 624-1173/ CP No. 0917-624-0170 / procurementservice_bac@ksu.edu.ph		 Signature
Approved by	ROMUALDO U. WACAS, PhD. BAC Chairman		 Signature