



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:	Catering Services for Snacks and Meals during the Continuing Extension Program of CoEd in Empowering its Adopted Schools	NNP No.:	RFQ_Goods_2019-12-139
Location of Contract:	Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga	Date:	December 26, 2019
End-User Unit:	College of Education- Extension Service	Fund Source:	RAF CY 2019
Implementing Unit:	Office of the Director for Extension Services	ABC:	Php 300,000.00
Period of Advertisement:	December 27-30, 2019 @ 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 (10am) of December 30, 2019 in a sealed envelope to the business or e-mail address stated 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 a period of 30 calendar days. 3. Evaluation of bids and award of contract shall be based on lowest offer for all items. <i>Bidders shall have one option of submitting a proposal on all the items under the Bill of Quantities (Annex B).</i> The bidders' total offer should not exceed the Approved Budget for the Contract (ABC) amounting to Php 300,000.00. 4. The filled-out RFQ must be submitted by prospective external service providers/ bidder together with the following Attachments: <ul style="list-style-type: none"> ➤ Eligibility/Legal Documents: <ol style="list-style-type: none"> i. CY 2019 Mayor's/Business Permit, ii. PhilGEPS Registration Number, iii. Omnibus Sworn Statement, and iv. Integrity Pledge for KSU Service Provider ➤ Financial Documents (duly signed every page): <ol style="list-style-type: none"> i. Bill of Quantities 5. Integrity Pledge for KSU Service Provider Form is attached as Annex "A." 6. Bill of Quantities is attached as Annex "B". 7. Omnibus Sworn Statement Form is attached as Annex "C". 8. The total price quoted is subject to withholding tax and payable check. 9. Delivery Period are required within Three (3) calendar days after receipt/conforming of Purchase Order. 10. The Kalinga State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders. 11. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the external provider or his/her duly authorized representative/s. 12. During the Contract Duration, the winning external provider is expected to adhere with the Green Procurement Programs of government pursuant to EO No. 301 issued in 2004. 13. After the delivery schedule, the supplier shall be evaluated by end-user unit as requirement for payment of billing. The Criteria for Evaluation shall include Quality, On Time Delivery, Cost, and Service Quality. The external providers who are rated with at least satisfactory can join the succeeding procurement opportunity in the University while those with unsatisfactory and poor performance will not be allowed to join the procurement activities for two (2) years. 		
Prepared by/Contact Person:	MR. RONALDO B. DALUPING BAC Secretariat Section, Procurement Management Office Kalinga State University – Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800, Philippines CP No. 0917-774-4185 /Email Address: procurementservice_bac@ksu.edu.ph		
Authorized Signatory	 EDNA A. YUMOL, CPA, PhD BAC Chairperson		