




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 QUOTATION</b>		
Name of Contract:	<b>Negotiated Procurement thru Emergency Cases for Purchase of One Unit Passenger Van for Rizal Campus</b>	NNP No.:	<b>AMP_Goods_2019-12-141</b>
Location of Contract:	<b>Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga</b>	Date:	<b>December 23, 2019</b>
End-User Unit:	<b>Rizal Campus Administrator</b>	Fund Source:	<b>IGI CY 2019</b>
Implementing Unit:	<b>General Services Office</b>	ABC:	<b>Php 1,600,000.00</b>
Period of Advertisement:	<b>December 24-27, 2019 @ 10:00 am</b>	Mode of Procurement:	<b>Emergency Cases (Sec. 53.2)</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 (10am) of December 27, 2019</b> 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"> <li>1. All entries must be typewritten or legibly written.</li> <li>2. <b>Price validity</b> shall be for a period of <b>30 calendar days</b>.</li> <li>3. <b>Evaluation of bids and award of contract shall be based on lowest offer for the lone item.</b> Bidders shall have one option of submitting a proposal for the item under the Bill of Quantities (Annex B). The bidders' total offer should not exceed the Approved Budget for the Contract (ABC).</li> <li>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"> <li>➤ Eligibility/Legal Documents:               <ol style="list-style-type: none"> <li>i. <b>CY 2019 Mayor's/Business Permit,</b></li> <li>ii. <b>PhilGEPS Registration Number,</b></li> <li>iii. <b>Income/Business Tax Return,</b></li> <li>iv. <b>Omnibus Sworn Statement, and</b></li> <li>v. <b>Integrity Pledge for KSU Service Provider</b></li> </ol> </li> <li>➤ Financial Documents (duly signed every page):               <ol style="list-style-type: none"> <li>i. <b>Bill of Quantities</b></li> </ol> </li> </ul> </li> <li>5. <b>Integrity Pledge for KSU Service Provider Form</b> is attached as Annex "A."</li> <li>6. <b>Bill of Quantities</b> is attached as Annex "B".</li> <li>7. <b>Omnibus Sworn Statement Form</b> is attached as Annex "C".</li> <li>8. The total price quoted is subject to withholding tax and payable check.</li> <li>9. <b>Delivery Period</b> is required within <b>Thirty (30)</b> calendar days after receipt/conforming of Purchase Order.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>13. After the delivery schedule, <b>the supplier shall be evaluated by end-user unit as requirement for payment of billing.</b> 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.</li> </ol>		
Prepared by/Contact Person:	<b>MR. RONALDO B. DALUPING</b> 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: <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a>		
Authorized Signatory	 <b>EDNA P. YUMOL, CPA, PhD</b> BAC Chairperson		