

## INSTRUCTIONS TO BIDDERS

1. Please indicate the following information in your bid:
  - a) **Business Name, Address, Contact Numbers;**
  - b) **Bidder's offer (technical specifications/brand) per item;**
  - c) **unit & total price;**
  - d) **Name of bidder's authorized representative; and**
  - e) **Signature & date.**
2. Bids/quotations may be submitted thru email or directly to the BAC Secretariat Office **on or before** the deadline of submission of bids.
3. Suppliers are required to submit, during the submission of offers, the following documentary requirements:
  - a) **Mayor's/Business Permit;**
  - b) **PhilGEPS Registration Number;**
  - c) **PCAB License (Size Range Small B, License Category C & D);**
  - c) **Income/Business Tax Return; and**
  - d) **Omnibus Sworn Statement (GPPB format)**
4. Bids of non-PhilGEPS registered suppliers shall **not** be evaluated. "Suppliers are **MANDATED** to register with PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.
5. Bids should be valid for **30 days** counted from the deadline of submission.
6. Contract Duration: **Twenty (20) calendar days upon the receipt of the Job Order/NTP.**
7. The total price quoted above is subject to withholding tax and payable check.
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. Award of Contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in this RFQ.
10. The KSU reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.
11. Price Quotation Form is attached as **Annex "B"** .
12. Scope of Works is attached as **Annex "C"** .