



## INSTRUCTIONS TO SUPPLIERS:

1. If you do not have the exact item(s) as specified, feel free to offer equivalent of similar quality for possible substitutions.
2. Please indicate the following information in your bid:
  - a) **Business Name, Address, Contact Numbers;**
  - b) **Supplier's offer (technical specifications/brand) per item;**
  - c) **Unit & total price;**
  - d) **Name of bidder's authorized representative; and**
  - e) **Signature & date.**
3. Bids/quotations may be submitted thru email indicated at the RFQ or directly to the BAC Secretariat Office **on or before** the deadline of submission of bids.
4. **Suppliers are required to submit during the Submission of Bids/Quotations** the Documentary Requirements for this Alternative Method of Procurement pursuant to Annex "H" of the 2016 IRR of R.A. No. 9184 or the Procurement Law, as stated below:

LST OF REQUIREMENTS	WHEN TO SUBMIT
a) Mayor's/Business Permit; and	during the submission of offers together with Price Quotation Form "B"
b) PhilGEPS Registration Number	

5. 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.
6. Bid evaluation will be conducted through open competitive bidding procedures.
7. Deadline for bid submission may be extended for another three (3) calendar days or thrice, if none or less than the required number of quotations are received.
8. Bids should be valid for **45 days** counted from the deadline of submission.
9. Contract Duration: **Fifteen (15) calendar days upon receipt of the Purchase Order.**
10. The total price quoted above is subject to withholding tax and payable check.
11. 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.
12. Award of Contract/ Purchase Order 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.
13. 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.