



Republic of the Philippines
KALINGA STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao Centro, Tabuk City, Kalinga 3800
 Website: <https://ksu.edu.ph> Email: procurementservice_bac@ksu.edu.ph Contact No.: 0917-822-6145

Procuring Entity : **KALINGA STATE UNIVERSITY**
 Standard Form Title : **REQUEST FOR QUOTATION**
 Revised on :

RFQ No. : **RFQ2018-08-0673**
 Date : **August 7, 2018**
 Office/End-user : **BAO-Auxiliary**

Company Name : _____
 Business Address : _____
 T.I.N. : _____

Name of Project : **PROCUREMENT OF ONE UNIT BOOK BINDING MACHINE**
 Location of Project : **KALINGA STATE UNIVERSITY – MAIN CAMPUS, BULANAO CENTRO, TABUK CITY, KALINGA**
 Approved Budget for the Contract : **Php230,000.00**
 Website Posting : **AUGUST 8-13, 2018**

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 10:00 o'clock of August 13, 2018 in a sealed envelope** to the Office of the Bids and Awards Committee (BAC) stated above **or thru e-mail at procurementservice_bac@ksu.edu.ph** and shall be opened on the same day at 10:01 o'clock.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Price validity shall be for a period of 120 calendar days.
3. The following required documents shall be attached upon submission of this RFQ:
 - a) CY 2018 Mayor's/Business Permit, and
 - b) PhilGEPS Registration Number.
4. The total price quoted is subject to withholding tax and payable check.
5. Delivery of items is required within Thirty (30) days.
6. 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.
7. 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.
8. The winning Supplier has the following responsibilities to perform:
 - a) To supply all manual, software and training materials (if needed) required for the operation and maintenance of the equipment to be supplied as per the detail specifications.
 - b) To warrant that the goods, including packaging, conform to the specifications for the items and are fit for the purposes and are free from defects in workmanship and materials.
 - c) To ensure that items to be delivered shall conform to the Green Procurement Programs of the government pursuant to EO No. 301 issued in 2004.
 - d) Not charged KSU should any items delivered be found defective, and such condition is found to be attributable to the supplier.

AMADO P. IMRER, PhD
 BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	BOOK BINDING MACHINE , with the following specifications: <ul style="list-style-type: none"> Binding Thickness: Max. 40mm Binding Size: Max length 320 mm Warm-up: 30 Minutes Binding Speed: Up to 360 Books/hour Adhesive: Hot melt Size: 1280 x 370 x 450 mm or higher Weight: 108 kg Accessory: Automatic Voltage Regulator , 1500-5000 VA	1	unit		
Grand-total Amount (Php):					
Amount in words:					

Brand and Model : _____ Performance Security : N/A
 Delivery Period : _____ Price Validity : _____

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item(s) at prices noted above.

 Printed Name/Signature/Date

 Tel. No./Cellphone No./Email Address