



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](mailto: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. : **RFQ\_Goods\_2018-11-57**  
 Date : **NOVEMBER 22, 2018**  
 Office/End-user : **General Administration**

Name of Project	: PROCUREMENT OF SERVICES OF ISO CERTIFYING BODY									
Location of Project	: KALINGA STATE UNIVERSITY MAIN CAMPUS, PUROK 6, BULANAO, TABUK CITY, KALINGA									
Approved Budget for the Contract	: Php 250,000.00									
Brief Description	: The procurement activity calls for the services of a Certifying Body for the New QMS Certification of Kalinga State University for CY 2018.									
Period of Advertisement	: NOVEMBER 23-26, 2018									
Instructions to Bidders	: 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 November 26, 2018</b> in a sealed envelope to the Office of the Bids and Awards Committee (BAC) stated above <b>or thru e-mail at <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a></b> and shall be opened on the same day at 10:01 o'clock.									
Terms and Conditions	: <ol style="list-style-type: none"> <li>1. All entries must be typewritten or legibly written.</li> <li>2. Price validity shall be for a period of 30 calendar days.</li> <li>3. The filled-out RFQ must be submitted by prospective service provider together with the following Attachments (duly signed):           <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;"><b>A. Financial Documents:</b></td> </tr> <tr> <td style="padding-left: 40px;">i. Bill of Quantities,</td> </tr> <tr> <td style="padding-left: 40px;">ii. Summary and Detailed Estimates, and</td> </tr> <tr> <td style="padding-left: 40px;">iii. Schedule/Standard Computation.</td> </tr> <tr> <td style="padding-left: 20px;"><b>B. Eligibility/Legal Documents:</b></td> </tr> <tr> <td style="padding-left: 40px;">i. PhilGEPS Registration Number,</td> </tr> <tr> <td style="padding-left: 40px;">ii. CY 2018 Mayor's/Business Permit,</td> </tr> <tr> <td style="padding-left: 40px;">iii. Professional License and Curriculum Vitae, and</td> </tr> <tr> <td style="padding-left: 40px;">iv. Notarized Omnibus Sworn Statement.</td> </tr> </table> </li> <li>4. Terms of Reference is attached as Annex "A".</li> <li>5. Delivery period shall be within three (3) working days upon receipt of Notice to Proceed and Signing of Contract.</li> <li>6. The total price quoted is subject to withholding tax and payable check.</li> <li>7. Performance Security shall be posted by winning bidder prior to signing of contract, and Warranty Security before final payment in accordance with Section 39 of IRR-RA 9184.</li> <li>8. Contract Duration is required within <b>Three (3) Years</b>.</li> <li>9. 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.</li> <li>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.</li> <li>11. During the Contract Implementation, the winning bidder is expected to adhere with the Green Procurement Programs of the government pursuant to EO No. 301 issued in 2004.</li> </ol>	<b>A. Financial Documents:</b>	i. Bill of Quantities,	ii. Summary and Detailed Estimates, and	iii. Schedule/Standard Computation.	<b>B. Eligibility/Legal Documents:</b>	i. PhilGEPS Registration Number,	ii. CY 2018 Mayor's/Business Permit,	iii. Professional License and Curriculum Vitae, and	iv. Notarized Omnibus Sworn Statement.
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**AMADO P. IMPER, PhD**  
 BAC Chairman



### PRICE QUOTATION FORM

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

After having carefully read and accepted your Terms and Conditions on the **PROCUREMENT OF SERVICES OF ISO CERTIFYING BODY for the New QMS Certification of Kalinga State University for CY 2018**, I/We hereby offer the price quotations on the items/s below:

ACTIVITY	YEAR	AMOUNT (in PhP)
1. Pre-Audit Fee	2018	
2. Audit Plan and Stage 1 Audit and audit report	2018	
3. Stage 2 Certification Audit and audit report	2018	
4. Certification Fee	2018	
5. First Surveillance audit and audit reporting	2019	
6. Second Surveillance audit and audit reporting	2020	
<b>TOTAL CONTRACT PRICE (Php):</b>		
<b>PLUS 12% VAT</b>		
<b>TOTAL CONTRACT PRICE INCLUSIVE OF VAT</b>		

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