




Kalinga State University  
PROCUREMENT MANAGEMENT OFFICE  
*Request for Quotation*

Doc. Ref. No.:	KSU-PMO-03-SVP
Effectivity Date:	January 3, 2019
Revision No.:	0.0
Page No.:	Page 1

Title:	<b>REQUEST FOR QUOTATION</b>	Control No.:	
Name of Contract:	<b>Repair of Elevator at CEIT Building</b>	NNP No.:	<b>RFQ_CivilWorks_2019-01-008</b>
Location of Contract:	<b>Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga</b>	Date:	<b>January 10, 2019</b>
End-User Unit:	<b>Bulanao Campus Administrator</b>	Fund Cluster:	<b>01-RAF</b>
Implementing Unit:	<b>Infrastructure Office</b>	ABC:	<b>Php 85,878.00</b>
Period of Advertisement:	<b>January 11-15, 2019 @ 10:00 am</b>	Mode of Procurement:	<b>Small Value Procurement</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 January 15, 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. Price validity shall be for a period of 30 calendar days.</li> <li>3. The filled-out RFQ must be submitted by prospective external service providers/bidder together with the following Attachments (duly signed): <ul style="list-style-type: none"> <li>A. Eligibility/Legal Documents: <ul style="list-style-type: none"> <li>a. CY 2019 Mayor's/Business Permit,</li> <li>b. PhilGEPS Registration Number,</li> <li>c. PCAB License, and</li> <li>d. Omnibus Sworn Statement.</li> </ul> </li> <li>B. Financial Documents: <ul style="list-style-type: none"> <li>i. Bill of Quantities,</li> <li>ii. Summary and Detailed Estimates, and</li> <li>iii. Cash Flow and Payment Schedule.</li> </ul> </li> </ul> </li> <li>4. Scope of Works is attached as Annex "A".</li> <li>5. Drawing/Plan is attached as Annex "B" or shall be secured at BAC Office, if applicable.</li> <li>6. The total price quoted is subject to withholding tax and payable check.</li> <li>7. Contract Duration is required within <b>Ten (10)</b> calendar days.</li> <li>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.</li> <li>9. 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>2. 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>		
Prepared by the Contact Person:	MR. RONALDO B. DALUPING 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>		
Approved by:	 <b>AMADO P. IMPER, PhD</b> BAC Chairman		

The only controlled copy of this document is the original signed copy maintained in the Procurement Management Office. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The duplicate certified copy of this document is with the Records Office. The user should secure the latest revision of this document from the Procurement Management Office. This document is UNCONTROLLED when downloaded and printed.



**Kalinga State University**  
**PROCUREMENT MANAGEMENT OFFICE**  
*Request for Quotation*

Doc. Ref. No.:	KSU-PMO-03-SVP
Effectivity Date:	January 3, 2019
Revision No.:	0.0
Page No.:	Page 2

**Title: BILL OF QUANTITIES**

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
SPL	ELEVATOR REPAIR AND TROUBLESHOOTING	<b>1.00</b>	<b>lot</b>		
1203(3)	HOISTWAY DOORS AND OTHER CONSUMABLES	<b>1.00</b>	<b>Lot</b>		

**Amount in Figures: Php**

**Amount in words:**

Performance Security:	<b>Required after issuance of NOA</b>	Warranty:	<b>Required</b>
Contract Duration:	<b>10 CD</b>	Price Validity:	<b>30 cd</b>

Notation: The Bill of Quantities (BOQ) contains the following parts:  
a. BOQ for each Part of the Contract.  
b. Summary of Bid Prices for all Parts of the Contract.

After having carefully read and accepted your General Conditions on the **Repair of Elevator at CEIT Building**, I/We hereby offer the price quotations on the items/s above:

_____	_____
Printed Name/ Signature	E-mail Address
_____	_____
Company Name	Contact No.
_____	_____
Company Address	TIN

The only controlled copy of this document is the original signed copy maintained in the Procurement Management Office. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The duplicate certified copy of this document is with the Records Office. The user should secure the latest revision of this document from the Procurement Management Office. This document is UNCONTROLLED when downloaded and printed.