



**Kalinga State University
BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

Doc. Ref. No.:	KSU-BAC-03
Effectivity Date:	January 3, 2019
Revision No.:	0.0
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Title:	REQUEST FOR QUOTATION	Control No.:	
Name of Contract:	Purchase of Office Equipment for BAO-Auxiliary Production Purposes	NNP No.:	RFQ_Goods_2019-03-027
Location of Contract:	Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga	Date:	March 4, 2019
End-User Unit:	BAO-Auxiliary Services	Fund Cluster:	BTI
Implementing Unit:	Business Affairs Office	ABC:	Php 764,800.00
Period of Advertisement:	March 5-11, 2019 @ 10:00 am	Mode of Procurement:	Shopping (Sec. 52.1.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 not later than ten o'clock in the morning (10am) of March 11, 2019 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"> 1. All entries must be typewritten or legibly written. 2. Price validity shall be for a period of 30 calendar days. 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"> A. Eligibility/Legal Documents: <ul style="list-style-type: none"> a. CY 2019 Mayor's/Business Permit, and b. PhilGEPS Registration Number. B. Financial Documents: <ul style="list-style-type: none"> i. Bill of Quantities including Detailed Estimates, and ii. Pictures of the items offered. 4. Some Sample Pictures of the items are attached as Annex "A". 5. Evaluation of bids and award of contract shall be on per item basis. 6. The total price quoted is subject to withholding tax and payable check. 7. Delivery Period is required within Fifteen (15) calendar days. 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. Bidders should comply with the applicable provisions of Section 23.4.1.1 of the 2016 Revised IRR of R.A. 9184 (Eligibility Criteria for Procurement of Goods) and with a modified set of requirements integrating eligibility documents and criteria for procurement of goods as provided in Annex D of the revised 2016 IRR of R.A. 9184. 10. The Kalinga State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders. 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. 		
Prepared by:/ 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: procurementservice_bac@ksu.edu.ph		_____ Signature:
Approved by:	EDNA P. YUMOL, DPA BAC Chairman		_____ Signature:



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Title: BILL OF QUANTITIES					
ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Copy Printer (DX-2430), fully automatic, one drum sterical system, 60-90 sheets per minute, 220-240 v, 50-60 Hz, maximum master making, less than 175w, 1.232 x 672 x 519mm, Black	unit	1		
2	Copy Printer (DX-2430), fully automatic, one drum sterical system, 60-90 sheets per minute, 220-240 v, 50-60 Hz, maximum master making, less than 175w, 1.232 x 672 x 519mm, Colored	unit	1		
3	Starter Package (MG630) Package Inclusion: 1pc Cuyi Heat Press 12 x 15, 2 pcs Epson L120 Printer, 1 pc Pigment Cyan (Ink), 1 pc Pigment Magenta (Ink), 1 pc Pigment Yellow (Ink), 1 pc Pigment Black (Ink), 1 pc Sublimation Ink (Cyan), 1 pc Sublimation (Magenta), 1 pc Sublimation Ink (Yellow), 1 pc Sublimation Ink (Black), 50 pcs 3G Jet Opaque, 1 pc Gildan T-Shirt (Dark), 1 pc Gildan T-shirt (Light), 50 pcs Sublimation Paper, 1 pc CUYI MK630 24", 1 pc Cutter Plotter Stand, 1 pc Sign Master Software, 5 meter Vinyl, 5 meter Car Sticker, 1 Quaff A3 size Laminator	set	1		
4	EOS Rebel T6 DSLR Camera with 18-55mm IS II Lens Bundle + Cannon EF75-300mm f/4-5.6 III Lens and 500mm preset lens, + 32GB memory + filter + monopod + spider tripod + Professional Bundle	set	1		
5	Economy Inkjet (WORKFORCE PRO WF-C869R), capable of printing up to 86,000 pages in colour. Archive high quality and high-speed printing with Precision Core printhead, with draft print speeds of up to 35ppm and resolution of up to 4,800 x 1,200dpi	unit	1		
6	Cutting Machine, maximum cutting size, 460mm, min. cutting size 40mm, cutting thickness 50mm, cutting precision .03mm pressing paper mode, manual, pushing paper mode, digital control, display, LCD, power supply 220v, 50hz/110V 60Hz, 1000w, net weight 130kg, machine dimension 935 x 620 x 1235mm	unit	1		
Amount in Figures:					Php
Amount in words:					
Performance Security:	Not Applicable	Warranty:	One (1) Year		
Contract Duration:	15 CD	Price Validity:	30 cd		
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.				
<p>After having carefully read and accepted your General Conditions on the Purchase of Office equipment for BAO-Auxiliary Production Purposes, I/We hereby offer the price quotations on the items/s above:</p>					
<hr/> <p align="center">Printed Name/ Signature</p>			<hr/> <p align="center">E-mail Address</p>		
<hr/> <p align="center">Company Name</p>			<hr/> <p align="center">Contact No.</p>		
<hr/> <p align="center">Company Address</p>			<hr/> <p align="center">TIN</p>		