



**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
Page No.:	Page 1 of 3

Title:	REQUEST FOR QUOTATION	Control No.:	
Name of Contract:	Office Supplies and Materials for PCAARRD-DOST SAFE Project	RFQ No.:	RFQ_Goods_2019-03-031
Location of Contract:	Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga	Date:	March 7, 2019
End-User Unit:	PCAARRD-DOST SAFE Project	Fund Cluster:	Trust Fund
Implementing Unit:	Research Services	ABC:	Php 238,328.44
Period of Advertisement:	March 8-12, 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 12, 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, if available 4. Evaluation of bids and award of contract shall be on per item basis. 5. The total price quoted is subject to withholding tax and payable check. 6. Delivery Period is required within Fifteen (15) calendar days. 7. 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. 8. 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. 9. 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. 10. 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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Page No.:	Page 2 of 3

Title: BILL OF QUANTITIES					
ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, Ordinary, 12pcs/box	5	boxes		
2	Cork Board, 2' x 3'	2	pcs		
3	Ballpen, Preferably Pilot, black	6	boxes		
4	Expanding Envelope, Legal size w/ String	50	pcs		
5	Manila Paper, Light Color	36	pcs		
6	Folder Long (white) 100pcs/pack	1	pack		
7	Glue, All Purpose 130g	2	tubes		
8	Marker Fluorescent 3pcs/set	2	sets		
9	ID Holder w/ String	30	pcs		
10	Battery, Alkaline, Size AAA, Sony LR03	12	pcs		
11	Sticky Notes, size 1/16	3	pads		
12	Ink, Epson, L series, black	18	bottles		
13	Ink, Epson, L series, cyan	5	bottles		
14	Ink, Epson, L series, magenta	5	bottles		
15	Ink, Epson, L series, yellow	5	bottles		
16	Tray, Metal, 3 layers	1	unit		
17	Whiteboard, 2' x 3'	2	units		
18	Magazine File Box	1	pc		
19	Tape, Masking 1"	8	rolls		
20	Tape, Masking 3"	8	rolls		
21	Micro SD Card, 4GB	2	pcs		
22	Micro SD Card, 32GB, class 10	1	pc		
23	Photo Paper, A4 (10pcs/pack)	2	packs		
24	Paper Clip #33mm	4	boxes		
25	Arc File Folder, blue	229	pcs		
26	Clear Folder, Long, for binding	30	pcs		
27	Duct Tape, 2"	5	rolls		
28	Sticker Paper, White, A4	2	packs		
29	Sticker Paper, White, Long	2	packs		
30	Paper Fastener, Plastic	10	boxes		
31	Pencil, Preferably Mongol #2	1	box		
32	Permanent Marker, Broad, black, preferably Pilot	2	boxes		
33	Push Pin, Flat Head, Assorted Color, 100/case	2	case		
34	Scissor, big size (Heavy duty)	2	pcs		
35	Tape Transparent 1"	5	rolls		
36	Tape Transparent 2"	5	rolls		
37	Double sided Tape, 244mm x 10m	12	rolls		
38	Sign pen, Preferably Energel, black	5	boxes		
39	Sign pen, Preferably Energel, blue	2	boxes		
40	Specialty Parchment, Paper, Long	1	pack		
41	Specialty Parchment, Paper, Short	1	pack		

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Page No.:	Page 3 of 3

42	Electric Fan, Stand Type	1	unit		
43	Desk Fan, preferably Standard	1	unit		
44	Florescent Bulb, FS 40/G016 long	10	pcs		
45	LCD Projector, Adaptor	1	pc		
46	Whiteboard Marker, Pilot, Fine, black	1	box		
47	Whiteboard Marker, Pilot, Fine, blue	1	box		
48	Whiteboard Marker, Pilot, Red, Fine	1	box		
49	SD Card, 64GB	1	pc		
50	Bath Soap Preferably Safeguard, Big size	5	pcs		
51	Trash bin, 30 lit. capacity, rectangular, red	5	pcs		
52	Trash bin, 30 lit. capacity, rectangular, blue	10	pcs		
53	Trash bin, 30 lit. capacity, rectangular, green	5	pcs		
54	Dishwashing Liquid	5	bots		
55	Toilet Tissue, 12 rolls/bag, 2 ply	2	bags		
56	Color Document Scanner	1	unit		
57	Portable Speaker, Home Theater System with Bluetooth Technology	1	unit		
58	Microphone, Wireless, preferably Shure	1	pc		
59	Water Dispenser with Container, 16 liters	3	unit		
60	Cell Card, TM, @ 300	55	pcs		
61	Cell Card Smart @ 300	25	pcs		
62	Cell Card Globe @ 300	45	pcs		
63	Document Scanner, Colored	1	unit		
64	Dish Cabinet	1	unit		
65	Stapler with Staple Remover	1	pc		
66	Paper Bag, M/s	16	pcs		

Amount in Figures: Php

Amount in words:

Performance Security:	Not Applicable	Warranty:	One (1) Year for Equipment/ 3 Months for Expendable Supplies
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.

After having carefully read and accepted your General Conditions on the **Office Supplies and Materials for PCAARRD-DOST SAFE Project**, 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