



**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 and Agricultural Supplies, Materials and Equipment for Heirloom Corn Research Projec | RFQ No.: | RFQ_Goods_2019-03-035 | | | | | | | | | | | | | | | | | | | | | |
| Location of Contract: | Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga | Date: | March 8, 2019 | | | | | | | | | | | | | | | | | | | | | |
| End-User Unit: | DOST Heirloom Corn Research Project | Fund Cluster: | Trust Fund | | | | | | | | | | | | | | | | | | | | | |
| Implementing Unit: | Research Services | ABC: | Php 521,241.50 | | | | | | | | | | | | | | | | | | | | | |
| Period of Advertisement: | March 9-13, 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 13, 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"> All entries must be typewritten or legibly written. Price validity shall be for a period of 30 calendar days. The filled-out RFQ must be submitted by prospective external service providers/ bidder together with the following Attachments (duly signed): <table border="1" style="margin-left: 20px;"> <tr> <td colspan="3">A. Eligibility/Legal Documents:</td> </tr> <tr> <td colspan="3"> <ol style="list-style-type: none"> CY 2019 Mayor's/Business Permit, and PhilGEPS Registration Number. </td> </tr> <tr> <td colspan="3">B. Financial Documents:</td> </tr> <tr> <td colspan="3"> <ol style="list-style-type: none"> Bill of Quantities including Detailed Estimates, and Pictures of the items offered, if available (mandatory for equipment) </td> </tr> </table> Evaluation of bids and award of contract shall be on per lot basis, with the following Approved Budget for the Contract: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Lot Ref</th> <th>Name of Project</th> <th>ABC (Php)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Office Supplies, Materials and Equipment</td> <td>344,774.00</td> </tr> <tr> <td>B</td> <td>Agricultural Supplies, Materials and Equipment</td> <td>176,468.00</td> </tr> </tbody> </table> The total price quoted is subject to withholding tax and payable check. Delivery Period is required within Fifteen (15) calendar days. 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. 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. 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. 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. | | | A. Eligibility/Legal Documents: | | | <ol style="list-style-type: none"> CY 2019 Mayor's/Business Permit, and PhilGEPS Registration Number. | | | B. Financial Documents: | | | <ol style="list-style-type: none"> Bill of Quantities including Detailed Estimates, and Pictures of the items offered, if available (mandatory for equipment) | | | Lot Ref | Name of Project | ABC (Php) | A | Office Supplies, Materials and Equipment | 344,774.00 | B | Agricultural Supplies, Materials and Equipment | 176,468.00 |
| A. Eligibility/Legal Documents: | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> CY 2019 Mayor's/Business Permit, and PhilGEPS Registration Number. | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Financial Documents: | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> Bill of Quantities including Detailed Estimates, and Pictures of the items offered, if available (mandatory for equipment) | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot Ref | Name of Project | ABC (Php) | | | | | | | | | | | | | | | | | | | | | | |
| A | Office Supplies, Materials and Equipment | 344,774.00 | | | | | | | | | | | | | | | | | | | | | | |
| B | Agricultural Supplies, Materials and Equipment | 176,468.00 | | | | | | | | | | | | | | | | | | | | | | |
| 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: | | | | | | | | | | | | | | | | | | | | | |



**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 2 of 3 |

| Title: | | BILL OF QUANTITIES | | | |
|--|--|--------------------|--------|------------|-------------|
| ITEM NO. | ITEM AND DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
| Lot A: Office Supplies, Materials and Equipment (ABC is Php 344,774.00) | | | | | |
| 1 | Prepaid Wi-Fi Modem/ with Sim (preferably Globe) | 1 | pc | | |
| 2 | Prepaid card/Smart @300 | 6 | pcs | | |
| 3 | Prepaid card/Globe@300 | 6 | pcs | | |
| 4 | Android Phone, preferably Samsung J7 w/ accessories | 1 | pc | | |
| 5 | Printer, preferably Epson L485 | 1 | unit | | |
| 6 | Power bank, preferably 20,000 maH | 1 | unit | | |
| 7 | Paper cutter, heavy duty, 24" | 1 | pc | | |
| 8 | Cutter, L500 retractable | 2 | pcs | | |
| 9 | Cutter, blade, 10 pcs/tube | 2 | boxes | | |
| 10 | Envelope, Documentary A4 | 50 | pcs | | |
| 11 | Envelope, Documentary Long | 50 | pcs | | |
| 12 | Steel filing cabinet, Lateral 4 drawers | 1 | unit | | |
| 13 | Data File Box, 120mm x 230mm x 400mm | 5 | pcs | | |
| 14 | Folder, Tagboard, Legal, 100 pcs. | 1 | pack | | |
| 15 | Folder, Tagboard, A4, 100 pcs. | 1 | pack | | |
| 16 | Ballpen black preferably pilot | 10 | boxes | | |
| 17 | Pencil, No. 2 | 10 | boxes | | |
| 18 | Permanent Marker, fine, black | 1 | box | | |
| 19 | Permanent Marker, fine, blue | 1 | box | | |
| 20 | Permanent Marker, fine, red | 1 | box | | |
| 21 | Permanent Marker, broad, black Pilot | 2 | boxes | | |
| 22 | Photo paper, Long, 20 pcs/pack | 10 | packs | | |
| 23 | Photo paper, A4, 20 pcs/pack | 10 | packs | | |
| 24 | Glue, Elmer's, 25 g | 10 | bots | | |
| 25 | Sticker Paper, matte, A4 White | 2 | packs | | |
| 26 | Fastener, Non-rust metal | 2 | boxes | | |
| 27 | Tape, Transparent, 2" | 2 | roles | | |
| 28 | Pencil sharpener, heavy duty preferably Acura5 | 2 | pcs | | |
| 29 | Push pin, 100 pcs per box | 5 | boxes | | |
| 30 | Sign Pen, Black, preferably G-tech 0.5 | 2 | boxes | | |
| 31 | Folder Expanding, Long, Purple | 50 | pcs | | |
| 32 | Folder Expanding, A4, Purple | 50 | pcs | | |
| 33 | Scissor, heavy duty 6" | 10 | pcs | | |
| 34 | White Board, 2' x 3' | 2 | pcs | | |
| 35 | Extension wire 4 gang convenience outlet, 10m, #12mm | 10 | meters | | |
| 36 | Extension wire 4 gang convenience outlet, 50m, #12mm | 50 | meters | | |
| 37 | Stapler with staple remover, HD-50/50R Max No.35 | 3 | pcs | | |
| 38 | Ink, Cyan, Epson | 10 | bots | | |
| 39 | Ink, Magenta, Epson | 10 | bots | | |
| 40 | Ink, Yellow, Epson | 10 | bots | | |
| 41 | Ink, Black, Epson | 10 | bots | | |
| 42 | Paper Multicopy, A4 | 15 | reams | | |
| 43 | Scientific Calculator preferably Casio Fx3650p279 | 2 | pcs | | |
| 44 | Spiral Binder, 5" | 1 | pc | | |
| 45 | Office Table, 4 drawers, ready made | 2 | units | | |
| 46 | Storage Box, 50 liters | 4 | pcs | | |
| 47 | Camera DSLR with complete accessories, D500, APS-C CMOS, 24 MP, 153-point AF, 99 cross-type, 3.2-inch tilt-angle touchscreen | 1 | unit | | |
| 48 | LCD Projector with screen, B-1780W with complete accessories | 1 | unit | | |
| 49 | Laptop with accessories, Core i7, 14" wide Screen, with Licensed Operating System | 1 | unit | | |
| 50 | Ziplock, 3" x 4" | 5 | packs | | |

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



**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 3 of 3 |

| | | | | | |
|----|-----------------------|---|-------|--|--|
| 51 | Ziplock, 12" x 10" | 8 | packs | | |
| 52 | Ziplock, 3" x 5" | 5 | packs | | |
| 53 | Face Mask, Disposable | 4 | boxes | | |
| | | | | | |

Lot B: Agricultural Supplies and Materials (ABC is Php 176,468.00)

| | | | | | |
|----|--|----|-------|--|--|
| 1 | Grain and Seed Moisture Meter, SGIGMMC, Range 0-50%, Resolution 0.1 | 2 | pcs | | |
| 2 | Soil pH Meter, HI 73311 type, Power 1.5 v button Electric Battery (LR-44 type) 4 | 2 | pcs | | |
| 3 | GPS, preferably garmin Etrex 30x | 2 | Unit | | |
| 4 | Weighing Scale, Digital, 5 kgs capacity | 2 | units | | |
| 5 | Crowbar (Bareta), 5 feet long | 10 | pcs | | |
| 6 | Shovel, US Tempered | 10 | pcs | | |
| 7 | Rain Coat, Small, Adult Size | 5 | pairs | | |
| 8 | Rain Coat, Medium, Adult Size | 5 | pairs | | |
| 9 | Rain Coat, Large, Adult Size | 5 | pairs | | |
| 10 | Bolo, Butbut Made | 10 | pcs | | |
| 11 | Rubber Boots, ladies, size 7, preferably Spartan | 5 | pairs | | |
| 12 | Rubber Boots, ladies, size 8, preferably Spartan | 5 | pairs | | |
| 13 | Rubber Boots, ladies, size 9, preferably Spartan | 5 | pairs | | |
| 14 | Tape Measure 5m Pull Push Rule preferably Stanley | 2 | pcs | | |
| 15 | Tape Measure, 100m | 2 | rolls | | |
| 16 | Hand Gloves, Cloth | 20 | pairs | | |
| 17 | Scythe with Handle | 10 | pcs | | |
| 18 | Knapsack Sprayer, 16lits Capacity, Stainless | 2 | units | | |
| 18 | Farmer's Hat (Silag) | 20 | pcs | | |
| 19 | Plastic Twine, 1 kg/roll | 4 | rolls | | |
| 20 | Canvas (tolda), 4.5 x 6m | 1 | pc | | |
| 21 | Moulboard Plow, Arado | 2 | units | | |

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 and Agricultural Supplies, Materials and Equipment for Heirloom Corn Research 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