



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**PROCUREMENT MANAGEMENT OFFICE**  
**BIDS AND AWARDS COMMITTEE**  
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga  
 Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) Tel.No.: (074)-627-5321

Title:	<b>REQUEST FOR QUOTATION</b>		
Name of Contract:	<b>Additional Office Supplies and Materials for ICU</b>	RFQ No.:	<b>RFQ-Cons-2019-09-084</b>
Location of Contract:	<b>Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga</b>	Date:	<b>September 12, 2019</b>
End-User Unit:	<b>Internal Control Unit</b>	Fund Cluster:	<b>Trust Fund CY 2019</b>
Implementing Unit:	<b>Procurement Management Office</b>	ABC:	<b>Php 345,710.00</b>
Period of Advertisement:	<b>September 13-17, 2019 @ 10:00 am</b>	Mode of Procurement:	<b>Shopping (Sec. 52.1.b)</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 September 17, 2019 (Tuesday)</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:           <ul style="list-style-type: none"> <li>➤ Eligibility/Legal Documents:               <ol style="list-style-type: none"> <li>a. CY 2019 Mayor's/Business Permit, and</li> <li>b. PhilGEPS Registration Number.</li> </ol> </li> <li>➤ Financial Documents (duly signed every page):               <ol style="list-style-type: none"> <li>i. Bill of Quantities, and</li> <li>ii. Pictures of the items offered, if available</li> </ol> </li> </ul> </li> <li>4. Evaluation of bids and award of contract shall be based on lowest offer per item basis. The bidder's offer for each item should not exceed Php15,000.00, the ceiling amount for semi-expendable properties (DBM Circular Letter No. 2016-7).</li> <li>5. The total price quoted is subject to withholding tax and payable check.</li> <li>6. Bill of Quantities is attached as <b>Annex "A"</b>.</li> <li>7. Delivery Period is required within <b>Three to Seven (3-7)</b> calendar days after receipt/conforme of Purchase Order.</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 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.</li> <li>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.</li> <li>11. After delivery of items, the winning Supplier shall be evaluated by KSU End-User(s).</li> </ol>		
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/ <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a>	 Signature	
Approved by:	<b>EDNA P. YUMOL, CPA, PhD</b> BAC Chairman	 Signature	