Title :	REQUEST FOR QUOTATION			
Name of Contract :	**PURCHASE AND DELIVERY OF PRODUCTION CONSUMABLES FOR BAO-AUXILIARY SERVICES**	RFQ No. :	**RFQ_GOODS_2025-03-0010**	
Location of Contract :	**KSU-BULANAO CAMPUS, TABUK CITY, KALINGA**	Date :	**MARCH 4, 2025**	
End-User Unit :	**AUXILIARY SERVICES**	Fund Cluster :	**BRF**	
Implementing Unit :	**BUSINESS AFFAIRS OFFICE**	ABC :	**PHP 513, 735.00**	
Period of Advertisement :	**MARCH 5-10, 2025**	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 (10 am) of March 10, 2025,** in a sealed envelope to the business or e-mail address below and shall be opened on the same day at 10:01 am.			

Terms and Conditions :

1. All entries must be typewritten or legibly written.
2. Price validity shall be for 30 calendar days.
3. The filled-out RFQ must be submitted by prospective external service providers together with the following Attachments:
   A. TECHNICAL DOCUMENTS:
      i. CY 2025 Mayor's/Business Permit
      ii. Valid PhilGEPS Registration Number
      iii. Integrity Pledge for KSU Service Provider and AMOs' valid Identification
   B. FINANCIAL DOCUMENTS *(duly signed every page):*
      i. Schedule of Prices
      ii. Technical Data Sheet of each item
4. **Evaluation of bids shall be based on the TOTAL lowest offer. Prospective suppliers shall have one option of submitting a proposal for ALL items. Bids received more than the ABC shall be automatically rejected at bid opening.**
5. The following are the Annexes:
   a) Annex A_Schedule of Prices
   b) Annex B_ Integrity Pledge for KSU Service Provider
6. Completion of the Delivery is required within **Thirty (30) calendar days** as indicated above, effective upon confirmation of the Purchase Order. Since delayed delivery translates into delayed government service, Liquidated Damages shall be imposed on erring suppliers.
7. The total price quoted is subject to withholding tax and payable checks.
8. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the supplier or his/her duly authorized representative/s.
9. The Kalinga State University reserves the right to reject any bids, declare a failure of bidding, or not award the contract at any time before contract award per 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 to the government's Green Procurement Program, per E.O. No. 301 issued in 2004.
11. **After the delivery, the Supplier shall be evaluated and will conform to the end users' evaluation rating results as a requirement for payment.**

I hereby certify to comply with all the above Terms and Conditions.

_____ _____
Name of Company/Bidder *Signature Over Printed Name of Representative*

Prepared by/ Contact Person :	RICKY JAMES B. SAGUN BAC Secretariat, Procurement Management Office KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga Celphone Number . +639176240170/procurementservice_bac@ksu.edu.ph	_____ Signature
Approved by :	ROMUALDO U. WACAS, PhD. BAC Chairman	_____ Signature

I confirm my understanding of the Privacy Policy of the Kalinga State University pursuant to the requirements of Republic Act No. 10173, otherwise known as the Data Privacy Act, and consent to the manner of collection, use, access, disclosure and processing of my personal and sensitive data by the KSU (details of the KSU Data Privacy Policy may be found at https://ksu.edu.ph/article/privacy-policy)