



**b** Republic of the Philippines  
**SURIGAO DEL SUR STATE UNIVERSITY**  
*Rosario, Tandag, Surigao del Sur*  
*Tel. no.: 086-214-2744*  
*E-mail: sdssu\_bac@yahoo.com*

Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**Procurement of HRM Laboratory Supplies**  
RFQ No: 117

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the GOP-GAA intends to apply the sum of One Hundred Eighty Six Thousand Four Hundred pesos Only (P 186,400.00) being the approved Budget for the Contract (ABC) to payments for the **Procurement of HRM Laboratory Supplies** for which this Request for Quotation is issued.
2. The SDSSU, herein after referred to as "the Purchaser" now request you to submit price quotation for the supply and delivery of the following:

Item No.	Description	Qty.	Unit
	<b>HRM Laboratory Supplies</b>	1	lot
1	Aluminum Tray	8	pcs.
2	Baking Tins (square & rectangle)	4	pcs.
3	Bar Rubberize Tray	5	pcs.
4	Blenders (Osterizer)	2	sets
5	Bread and Butter Plate	5	doz
6	Cake Tray (Glass)	2	pcs.
7	Carving Tols	2	sets
8	Chafing Dish	7	sets
9	Coffee Cup	5	doz
10	Cutleries	1	sets
11	Dessert Fork	4	doz
12	Dessert Spoon	4	doz
13	Dinner Fork	10	doz
14	Dinner Knife	2	doz
15	Dinner Plates	10	doz
16	Dinner Spoon	10	doz
17	Fondue	3	sets
18	Fruits and Vegetables Juicer	1	sets
19	Glass Tray	5	pcs.
20	Heavy Duty Mizer	1	pc.
21	Highball Glass	6	doz
22	Ice Cream Scoops	3	pcs.
23	Measuring Cups	2	sets
24	Measuring Spoons	2	sets
25	Mixing Bowl	1	sets

26	Monkey Dish	6	doz
27	Pilsner Glass	5	doz
28	Poco Grande Glass	5	doz
29	Ramekin	2	doz
30	Red Wine Glass	4	doz
31	Salad Fork	4	doz
32	Salad Spoon	4	doz
33	Saucer	5	doz
34	Sherbet Glass	4	doz
35	Soup Spoon	4	doz
36	Steak Knife	2	doz
37	Table Cloth Assorted Color Satin	130	per meter
38	Table Napkin	80	pcs.
39	Teaspoon	4	dozen
40	Tube Pan	4	pcs.
41	Water Globlet	4	doz
42	White Wine Glass	4	doz

3. A set of technical specifications for the above items are provided in Attachment 1. All items listed under the purchasers specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection.
4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations-A (IRR-A) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the quotation for each item separately, and award will be made to the quotation or combination of quotations resulting in the overall lowest cost. Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation (s) meeting purchaser's technical specifications.
6. Quotations must be delivered at the BAC Office of Surigao del Sur State University, Tandag Main Campus, Rosario, Tandag City, Surigao del Sur not later than 10:00 AM of April 6, 2015.
7. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
8. All quotations must be typewritten and must be placed in sealed envelope marked "Procurement of HRM Laboratory Supplies (STF) (RFQ No. 117)."
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen(15) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU), Rosario, Tandag City, Surigao del Sur.
12. The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

13. The SDSSU reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
14. The prospective bidder shall submit the following:
  - a. Quotation Form
  - b. Technical Specification
  - c. Certificate of PHIL-GEPS Registration

**Sgd. CHRISTOPHER D. BADAYOS, MEP-ME**  
*BAC CHAIRMAN*



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**QUOTATION FORM**

Date: \_\_\_\_\_

RFQ No. 117

**The Chairman**

The Bids and Award Committee on Goods

SDSSU-Main Campus

- 1) Having examined the subject Request for Quotation including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total)

Item No.	Description	Qty.	Unit	Unit Price	Total
	<b>HRM Laboratory Supplies</b>	<b>1</b>	<b>lot</b>		
1	Aluminum Tray	8	pcs.		
2	Baking Tins (square & rectangle)	4	pcs.		
3	Bar Rubberize Tray	5	pcs.		
4	Blenders (Osterizer)	2	Sets		
5	Bread and Butter Plate	5	Doz		
6	Cake Tray (Glass)	2	pcs.		
7	Carving Tols	2	Sets		
8	Chafing Dish	7	Sets		
9	Coffee Cup	5	Doz		
10	Cutleries	1	Sets		
11	Dessert Fork	4	Doz		
12	Dessert Spoon	4	Doz		
13	Dinner Fork	10	Doz		
14	Dinner Knife	2	Doz		
15	Dinner Plates	10	Doz		
16	Dinner Spoon	10	Doz		
17	Fondue	3	Sets		
18	Fruits and Vegetables Juicer	1	Sets		
19	Glass Tray	5	pcs.		
20	Heavy Duty Mizer	1	pc.		
21	Highball Glass	6	Doz		
22	Ice Cream Scoops	3	pcs.		
23	Measuring Cups	2	Sets		
24	Measuring Spoons	2	Sets		
25	Mixing Bowl	1	Sets		
26	Monkey Dish	6	Doz		
27	Pilsner Glass	5	doz		

28	Poco Grande Glass	5	doz		
29	Ramekin	2	doz		
30	Red Wine Glass	4	doz		
31	Salad Fork	4	doz		
32	Salad Spoon	4	doz		
33	Saucer	5	doz		
34	Sherbet Glass	4	doz		
35	Soup Spoon	4	doz		
36	Steak Knife	2	doz		
37	Table Cloth Assorted Color Satin	130	per meter		
38	Table Napkin	80	pcs.		
39	Teaspoon	4	doze n		
40	Tube Pan	4	pcs.		
41	Water Globlet	4	doz		
42	White Wine Glass	4	doz		

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *fifteen (15) days* delivery period.
- 3) We agree to abide by this Quotation/Bid for a period of *sixty (60) days* after the dated deadline of submission specified in your RFQ.
- 4) We understand that payment for items delivered will be made to the winning supplier within thirty (30) days after inspection and acceptance of goods delivered.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature Over Printed Name: \_\_\_\_\_



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### TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
<b>HRM Laboratory Supplies</b>	
Aluminum Tray	
Baking Tins (square & rectangle)	
Bar Rubberize Tray	
Blenders (Osterizer)	
Bread and Butter Plate	
Cake Tray (Glass)	
Carving Tols	
Chafing Dish	
Coffee Cup	
Cutleries	
Dessert Fork	
Dessert Spoon	
Dinner Fork	
Dinner Knife	
Dinner Plates	
Dinner Spoon	
Fondue	
Fruits and Vegetables Juicer	
Glass Tray	
Heavy Duty Mizer	
Highball Glass	
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Salad Fork	
Salad Spoon	
Saucer	
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Soup Spoon	
Steak Knife	
Table Cloth Assorted Color Satin	
Table Napkin	
Teaspoon	
Tube Pan	
Water Globlet	
White Wine Glass	

