



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](mailto:sdssu_bac@yahoo.com)

Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**“Supply and delivery of Office Supplies and Grocery Items of Cantilan Campus”**

RFQ No: 029

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Two Hundred Sixty Four Thousand Six Hundred Pesos Only (P 264,600.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and delivery of Office Supplies and Grocery Items of Cantilan Campus”** 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>Supply and delivery of Office Supplies and Grocery Items of Cantilan Campu</b>			
1	Rice		40	Sacks
2	Spaghetti Noodles		75	Packs
3	Ham 800g		165	Pcs
4	Sugar		130	Kilos
5	Coffee		75	Dozen
6	Spaghetti Sauce		92	Packs
7	Spaghetti Meat sauce		75	Can
8	Nestle Cream		160	Can
9	Cheese		160	Packs
10	Fruit Cocktail		120	Cans
11	Condensed Milk		200	Cans
12	Softdrinks		50	case
13	Macaroni Noodles		100	Packs
14	Mayonaise		50	Jar
15	Raisin		100	Packs
16	Ballpen Black		120	Pcs
17	Envelope		119	Pcs
18	Notebook		120	Pcs

19	<b>Ink Printer</b>		8	Bottles
20	<b>Bond paper Long</b>		24	reams

3. 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, Cantilan Campus, Cantilan, Surigao del Sur not later than 10:00 AM of **December 20, 2016**.
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 **"Supply and delivery of Office Supplies and Grocery Items of Cantilan (RFQ No. 029)."**
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)-Cantilan Campus, Cantilan, 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. FLORIIFE O. URBIZTONDO**  
BAC CHAIRMAN



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*

### QUOTATION FORM

Date: \_\_\_\_\_  
RFQ No. 029

**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>Supply and delivery of Office Supplies and Grocery Items of Cantilan Campus</b>				
1	Rice	40	Sacks		
2	Spaghetti Noodles	75	Packs		
3	Ham 800g	165	Pcs		
4	Sugar	130	Kilos		
5	Coffee	75	Dozen		
6	Spaghetti Sauce	92	Packs		
7	Spaghetti Meat sauce	75	Can		
8	Nestle Cream	160	Can		
9	Cheese	160	Packs		
10	Fruit Cocktail	120	Cans		
11	Condensed Milk	200	Cans		
12	Softdrinks	50	case		
13	Macaroni Noodles	100	Packs		
14	Mayonaise	50	Jar		
15	Raisin	100	Packs		
16	Ballpen Black	120	Pcs		
17	Envelope	119	Pcs		
18	Notebook	120	Pcs		

19	<b>Ink Printer</b>		8	Bottles		
20	<b>Bond paper Long</b>		24	reams		

- 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: \_\_\_\_\_



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*

**TECHNICAL SPECIFICATIONS**

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
<b>Supply and delivery of Office Supplies and Grocery Items of Cantilan Campus</b>	
<b>Rice</b>	
<b>Spaghetti Noodles</b>	
<b>Ham 800g</b>	
<b>Sugar</b>	
<b>Coffee</b>	
<b>Spaghetti Sauce</b>	
<b>Spaghetti Meat sauce</b>	
<b>Nestle Cream</b>	
<b>Cheese</b>	
<b>Fruit Cocktail</b>	
<b>Condensed Milk</b>	
<b>Softdrinks</b>	
<b>Macaroni Noodles</b>	
<b>Mayonaise</b>	
<b>Raisin</b>	
<b>Ballpen Black</b>	
<b>Envelope</b>	
<b>Notebook</b>	
<b>Ink Printer</b>	
<b>Bond paper Long</b>	