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)
"Supply and Delivery of Books"

RFQ No: 001

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Fifty Six Thousand Nine Hundred Ten Pesos Only(P 56,910.63)* being the approved Budget for the Contract (ABC) to payments for the "**Supply and Delivery of Books"** 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
1	**Supply and Delivery of Books**	1 lot		
	Politics, Governance with Phil. Constitution- Ramon Dannug		1	copy
	Political Science Made Simple –by Atson & Reyes		1	Copy
	Political Science Made Simple-by Abriel M. Nebres		1	Copy
	General Sociology, Society, Culture, Population Dynamics and Gender Development		1	Copy
	Sociology- Macioni J. et al.		1	Copy
	Introduction to Sociology & Anthroplogy -Palispis		1	Copy
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	History of the Filipino People-Teodoro Agoncillo		1	Copy
	The Philippines: A Past Revisited – Renato Constantino		1	Copy
	The Philippine History and Economy –Halili		1	Copy
	Wiring Diagram for Light and Power – Anderson, Edwin, Andels		1	Copy
	Construction Wiring-Clidero, R & Sharpe K.		1	Copy
	American Electrician Handbook-Croft T and Summers W.		1	Copy
	Preventive Maintenance of Electrical Equipment – Hubert Charles I		1	Copy
	Electricity Made Simple –Jacobowitz, Henry		1	Copy
	Electrical Wiring Commercial –Mullin, R. C. Smith, R.L.		1	Copy
	Basic Electrical for Computers-Latest Edition		1	Copy

	Microsoft Excel 2013-Latest Edition		1	Copy
	Microsoft Power Point 2013-Latest Edition		1	Copy
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	Organization Bahavior & Management in Phil Organization by Zarate		1	Copy
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	Business Management and Organization : Function & Principles by Rudy F. Alminar Mutya, DBA (2008)		1	Copy
	Principle of Management by Cynthia A, Zarate		1	Copy
	Tourism Planning & Development by Zenaida L. Cruz		1	Copy
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	Front Office Management & Operation by Sudhir Andrew		1	Copy
	Introduction to the Hospitality Industry Clyton W. Borrows		1	Copy
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	The Labor Code with comments and cases by CAA		1	Copy
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	Compendium on Labor Law by Antonio H. Abad, Jr.		1	Copy
	Labor Laws & Social Legislation by San Beda College of Law		1	Copy
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	Introduction to Hospitality Operation by J. Walker		1	Copy
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	Wiring Diagram for Light and Power-Anderson,Edwin,Andels		1	Copy

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, Cawait Campus, Cagwait, Surigao del Sur not later than *10:00 AM of* ***March 18, 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 Books** *(RFQ No. 001)."*

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), CAgwait Campus, Cagwait 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,MPA
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. 001

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)

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	Personality for Today's Youth by Amparo E. Santos		1	Copy		
	Wiring Diagram for Light and Power-Anderson,Edwin,Andels		1	Copy		

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"
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