



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 Grocery Items”

RFQ No: 008

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Ninety Two Thousand Four Hundred Ten Pesos Only (P 92,410.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Grocery items”** 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
	Supply and Delivery of Rice			
1	Milo		38	Dozen
2	Nescafe 3 in 1		38	Dozen
3	Bear Brand		38	Kilos
4	White Sugar		38	Kilos
5	Brown Sugar		38	Kilos
6	Macaroni		38	Kilos
7	Spaghetti		38	Kilos
8	Mayonaise 25g		38	Pack
9	Liberty Condensed		38	Cans
10	Today's		38	Cans
11	Cheese Big		38	Pack
12	Raisins Big		38	Pack
13	Spaghetti Sauce Big		38	Pack
14	Meat sauce Big		38	Pack
15	Safeguard family size		76	Pack
16	Tide Bar		76	Bars
17	Tide Powder		38	Kilos
18	Nescafe sachet 2g		38	Bags
19	Tooth paste big		38	Tubes
20	Polished Rice		14	sacks

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, San Miguel Campus, San Miguel , 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 Grocery Items (RFQ No. 008)."**
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), San Miguel Campus, San Miguel, 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



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QUOTATION FORM

Date: _____

RFQ No. 008

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
	Supply and Delivery of Rice				
1	Milo	38	Dozen		
2	Nescafe 3 in 1	38	Dozen		
3	Bear Brand	38	Kilos		
4	White Sugar	38	Kilos		
5	Brown Sugar	38	Kilos		
6	Macaroni	38	Kilos		
7	Spaghetti	38	Kilos		
8	Mayonaise 25g	38	Pack		
9	Liberty Condensed	38	Cans		
10	Todays	38	Cans		
11	Cheese Big	38	Pack		
12	Raisins Big	38	Pack		
13	Spaghetti Sauce Big	38	Pack		
14	Meat sauce Big	38	Pack		
15	Safeguard family size	76	Pack		
16	Tide Bar	76	Bars		
17	Tide Powder	38	Kilos		
18	Nescafe sachet 2g	38	Bags		
19	Tooth paste big	38	Tubes		
20	Polished Rice	14	sacks		

- 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")
Supply and Delivery of Rice	
Milo	
Nescafe 3 in 1	
Bear Brand	
White Sugar	
Brown Sugar	
Macaroni	
Spaghetti	
Mayonaise 25g	
Liberty Condensed	
Todays	
Cheese Big	
Raisins Big	
Spaghetti Sauce Big	
Meat sauce Big	
Safeguard family size	
Tide Bar	
Tide Powder	
Nescafe sachet 2g	
Tooth paste big	
Polished Rice	