



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 Grocery Items”**

RFQ No: 43

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *One Hundred Five Thousand Pesos Only (P 254,688.00)* 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
1	Supply and Delivery of Grocery	1 lot		
	Bar, Surf Blossoms Fresh		2	c/s
	Bar, Surf Sun Fresh		2	c/s
	Bar, Surf Kalamansi		2	c/s
	Bar, Surf Tawas		1	c/s
	Coffee, Kopiko Black		1	c/s
	Coffee, Kopiko Blanca		2	c/s
	Coffee, Kopiko Brown		2	c/s
	Coffee, Kopiko LA		2	c/s
	Conditioner, Creamsilk Dandruff Free		2	c/s
	Conditioner, Creamsilk Hairfall Defense		2	c/s
	Conditioner, Creamsilk Stand Out Straight		2	c/s
	Conditioner, Dove Intense Repair		1	c/s
	Deodorant, Axe Spray Men		12	Pc
	Dishwashing, Surf Sachet		2	c/s
	Fabcon, Surf Spring Breeze		72	Pc
	Fabcon, Surf AntiBac		72	Pc
	Facial Cleanser, Eskinol Lemon		6	Pc
	Energen Choco		1	c/s
	Energen Vanilla		1	c/s

	<b>Ponds,Cream Detox Yellow 6's</b>		5	Box
	<b>Powder, Surf Blossom Fresh 1000g</b>		2	c/s
	<b>Powder, Surf Kalamansi 5 n 1</b>		2	c/s
	<b>Powder, Surf Rose Fresh 5 n 1</b>		2	c/s
	<b>Powder, Surf Sun Fresh 5 n 1</b>		2	c/s
	<b>Powder, Surf Tawas 5 n 1</b>		2	c/s
	<b>Shampoo, Clear Men Cool Sport</b>		1	c/s
	<b>Shampoo, Clear Complete Soft Care</b>		1	c/s
	<b>Shampoo, Sunsilk Smooth &amp; Manageable</b>		2	c/s
	<b>Shampoo, Sunsilk Strong and Long</b>		2	c/s
	<b>Toothpaste, Close Up Red Hot Sachet</b>		72	Pc
	<b>Toothpaste, Close Up Menthol Fresh Sachet</b>		72	Pc
	<b>Toothpaste, Close Up Menthol Fresh 145ml</b>		1	c/s
	<b>Toothpaste, Close Up Fire Freeze 145ml</b>		1	c/s

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 February 10, 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. 43)."**
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. FLORIIFE O. URBIZTONDO**  
*BAC CHAIRMAN*



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**QUOTATION FORM**

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

RFQ No. 043

**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)

<b>Item No.</b>	<b>Description</b>		<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
<b>1</b>	<b>Supply and Delivery of Grocery</b>	1 lot				
	<b>Bar, Surf Blossoms Fresh</b>		2	c/s		
	<b>Bar, Surf Sun Fresh</b>		2	c/s		
	<b>Bar, Surf Kalamansi</b>		2	c/s		
	<b>Bar, Surf Tawas</b>		1	c/s		
	<b>Coffee, Kopiko Black</b>		1	c/s		
	<b>Coffee, Kopiko Blanca</b>		2	c/s		
	<b>Coffee, Kopiko Brown</b>		2	c/s		
	<b>Coffee, Kopiko LA</b>		2	c/s		
	<b>Conditioner, Creamsilk Dandruff Free</b>		2	c/s		
	<b>Conditioner, Creamsilk Hairfall Defense</b>		2	c/s		
	<b>Conditioner, Creamsilk Stand Out Straight</b>		2	c/s		
	<b>Conditioner, Dove Intense Repair</b>		1	c/s		
	<b>Deodorant, Axe Spray Men</b>		12	Pc		
	<b>Dishwashing, Surf Sachet</b>		2	c/s		
	<b>Fabcon, Surf Spring Breeze</b>		72	Pc		
	<b>Fabcon, Surf AntiBac</b>		72	Pc		
	<b>Facial Cleanser, Eskinol Lemon</b>		6	Pc		
	<b>Energen Choco</b>		1	c/s		
	<b>Energen Vanilla</b>		1	c/s		

	<b>Ponds, Cream Detox Yellow 6's</b>		5	Box		
	<b>Powder, Surf Blossom Fresh 1000g</b>		2	c/s		
	<b>Powder, Surf Kalamansi 5 n 1</b>		2	c/s		
	<b>Powder, Surf Rose Fresh 5 n 1</b>		2	c/s		
	<b>Powder, Surf Sun Fresh 5 n 1</b>		2	c/s		
	<b>Powder, Surf Tawas 5 n 1</b>		2	c/s		
	<b>Shampoo, Clear Men Cool Sport</b>		1	c/s		
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	<b>Toothpaste, Close Up Red Hot Sachet</b>		72	Pc		
	<b>Toothpaste, Close Up Menthol Fresh Sachet</b>		72	Pc		
	<b>Toothpaste, Close Up Menthol Fresh 145ml</b>		1	c/s		
	<b>Toothpaste, Close Up Fire Freeze 145ml</b>		1	c/s		

- 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>Supply and Delivery of Grocery</b>	
Bar, Surf Blossoms Fresh	
Bar, Surf Sun Fresh	
Bar, Surf Kalamansi	
Bar, Surf Tawas	
Coffee, Kopiko Black	
Coffee, Kopiko Blanca	
Coffee, Kopiko Brown	
Coffee, Kopiko LA	
Conditioner, Creamsilk Dandruff Free	
Conditioner, Creamsilk Hairfall Defense	
Conditioner, Creamsilk Stand Out Straight	
Conditioner, Dove Intense Repair	
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