



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 Kitchen Utensils"

RFQ No: 002

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *One Hundred Thirty Thypusand Seven Hundred Ninety Two Pesos & 50/100 (P 130,792.50)* being the approved Budget for the Contract (ABC) to payments for the "**Supply and Delivery of Kitchen Utensils**" 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 Kitchen Utensils	1 lot		
	Chafing Dish		10	Pcs
	Dinner Plate		100	Pcs
	Bread Plate		100	Pcs
	Salad Plate		100	Pcs
	Dessert Plate		100	Pcs
	Soup Bowl		100	Pcs
	Soup spoon, stainless		100	Pcs
	Fork, Stainless		100	Pcs
	Spoon, Stainless		100	Pcs
	Dinner knife, stainless		100	Pcs
	Dessert Fork		100	Pcs
	Dessert Spoon		100	Pcs
	Teaspoon, stainless		100	Pcs
	Water Goblet		100	Pcs
	Red Wine Glass		100	Pcs
	White Wine Glass		100	Pcs
	Highball Glass, 8 oz		100	Pcs
	Champagne flute glass		100	Pcs
	Cup Saucer		50	Pairs

	Table Napkin		100	Pcs
	Coffee Pots		5	Pcs
	Cutting Boards		5	Pcs
	Water Pitcher		5	Pcs
	Skirting Cloth, Alpha Gena, white		60	Meters
	Skirting Cloth, alpha gena, blue		30	Meters
	Skirting cloth, alpha gena, pink		30	Meters
	Skirting cloth, alpha gena, golden yellow		30	Meters
	Skirting Cloth, satin, apple green		30	Meters
	Skirting Cloth, satin, old rose		30	Meters
	Skirting Cloth, satin, red		30	Meters
	Skirting Cloth, satin, dirty white		30	Meters
	Butcher's knife		5	Pcs
	Wok		1	Pc
	Seat Cover		100	Pcs
	Oval Platters		15	Pcs
	Serving Trays		5	Pcs
	Salt and Pepper shaker		20	Sets
	Tong		10	Pcs
	Serving Spoon		20	Pcs
	Ice Bucket		5	Pcs
	Food cover		10	Pcs
	Glass Rack		2	Pcs
	Cake Slicer		5	Pcs
	Table Cloth Red		10	pcs

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, Cawait, 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 Kitchen Utensils (RFQ No. 002)."**

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



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QUOTATION FORM

Date: _____

RFQ No. 002

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
1	Supply and Delivery of Kitchen Utensils	1 lot				
	Chafing Dish		10	Pcs		
	Dinner Plate		100	Pcs		
	Bread Plate		100	Pcs		
	Salad Plate		100	Pcs		
	Dessert Plate		100	Pcs		
	Soup Bowl		100	Pcs		
	Soup spoon, stainless		100	Pcs		
	Fork, Stainless		100	Pcs		
	Spoon, Stainless		100	Pcs		
	Dinner knife, stainless		100	Pcs		
	Dessert Fork		100	Pcs		
	Dessert Spoon		100	Pcs		
	Teaspoon, stainless		100	Pcs		
	Water Goblet		100	Pcs		
	Red Wine Glass		100	Pcs		
	White Wine Glass		100	Pcs		

	Highball Glass, 8 oz		100	Pcs		
	Champagne flute glass		100	Pcs		
	Cup Saucer		50	Pairs		
	Table Napkin		100	Pcs		
	Coffee Pots		5	Pcs		
	Cutting Boards		5	Pcs		
	Water Pitcher		5	Pcs		
	Skirting Cloth, Alpha Gena, white		60	Meters		
	Skirting Cloth, alpha gena, blue		30	Meters		
	Skirting cloth, alpha gena, pink		30	Meters		
	Skirting cloth, alpha gena, golden yellow		30	Meters		
	Skirting Cloth, satin, apple green		30	Meters		
	Skirting Cloth, satin, old rose		30	Meters		
	Skirting Cloth, satin, red		30	Meters		
	Skirting Cloth, satin, dirty white		30	Meters		
	Butcher's knife		5	Pcs		
	Wok		1	Pc		
	Seat Cover		100	Pcs		
	Oval Platters		15	Pcs		
	Serving Trays		5	Pcs		
	Salt and Pepper shaker		20	Sets		
	Tong		10	Pcs		
	Serving Spoon		20	Pcs		
	Ice Bucket		5	Pcs		
	Food cover		10	Pcs		
	Glass Rack		2	Pcs		
	Cake Slicer		5	Pcs		
	Table Cloth Red		10	pcs		

- 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 Kitchen Utensils	
Chafing Dish	
Dinner Plate	
Bread Plate	
Salad Plate	
Dessert Plate	
Soup Bowl	
Soup spoon, stainless	
Fork, Stainless	
Spoon, Stainless	
Dinner knife, stainless	
Dessert Fork	
Dessert Spoon	
Teaspoon, stainless	
Water Goblet	
Red Wine Glass	
White Wine Glass	
Highball Glass, 8 oz	
Champagne flute glass	
Cup Saucer	
Table Napkin	
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Skirting Cloth, satin, dirty white	
Butcher's knife	
Wok	
Seat Cover	
Oval Platters	
Serving Trays	
Salt and Pepper shaker	
Tong	
Serving Spoon	
Ice Bucket	
Food cover	

Glass Rack	
Cake Slicer	
Table Cloth Red	