



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 Office Supplies and Grocery Items”

RFQ No: 011

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Two Hundred Twenty Thousand Five Hundred Pesos Only (P 220,500.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Office Supplies and 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 Office Supplies and Grocery Items			
1	Rice		30	Sacks
2	Spaghetti Noodles		150	Pack
3	Sugar		150	Kilo
4	Coffee		150	Dozen
5	Spaghetti Sauce		150	Pack
6	Spaghetti Meat sauce		150	Can
7	Nestle Cream		150	Can
8	Cheese		150	Pack
9	Fruit Cocktail		75	can
10	Condensed Milk		150	Can
11	Softdrinks 12 oz		35	Case
12	Macaroni noodels		150	Pack
13	Mayonnaise		75	Jar
14	Raisin		150	Pack
15	Ballpen		75	Pc
16	Envelope		75	Pc
17	Notebook		75	Pc
18	Computer ink refill		2	Set

19	Computer Ink Refill		2	Set
20	Bond paper		5	Reams
21	Board Paper		10	Packs
22	Certificate Holder		90	Packs
23	pencil		75	Pc
24	Pentel Pen		20	Pc
25	Wyteboard Marker		20	Pc
26	Construction paper		2	Reams
27	Manila Paper		45	pc

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, Lianga Campus, Lianga, 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 (RFQ No. 011)."**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within thirty (30) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU)-Lianga Campus, Lianga, 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. 011

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 Office Supplies and Grocery Items				
1	Rice	30	Sacks		
2	Spaghetti Noodles	150	Pack		
3	Sugar	150	Kilo		
4	Coffee	150	Dozen		
5	Spaghetti Sauce	150	Pack		
6	Spaghetti Meat sauce	150	Can		
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25	Wyteboard Marker		20	Pc		
26	Construction paper		2	Reams		
27	Manila Paper		45	pc		

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the thirty (30) 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 Office Supplies and Grocery Items	
Rice	
Spaghetti Noodles	
Sugar	
Coffee	
Spaghetti Sauce	
Spaghetti Meat sauce	
Nestle Cream	
Cheese	
Fruit Cocktail	
Condensed Milk	
Softdrinks 12 oz	
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