



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 of SDSSU Tagbina Campus”

RFQ No: 21

1. The Surigao del Sur State University (SDSSU) - Tagbina Campus, through the *Special Trust Fund* intends to apply the sum of *Two Hundred Sixty Thousand Pesos Only (P 260,000.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Grocery Items of SDSSU Tagbina Campus”** 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
	Grocery Items	1	lot
1	Rice	43	Sacks
2	Spaghetti Noodles, set	86	Packs
3	Spaghetti Sauce	86	Cans
4	Cheese	86	Pcs
5	Nestle Cream	86	Pcs
6	Condensed Milk	86	Cans
7	Macaroni Noodles	86	Packs
8	MAYonnaise	86	Packs
9	Corned Beef	86	Cans
10	Raisens	86	Packs
11	Detergent Bar, assorted	86	Bar
12	Detergent Powder	86	Packs
13	Beef Loaf	86	Cans
14	Sardines	86	Cans
15	Vinegar	86	Bot
16	Soy Sauce	86	Bot
17	Meat Sauce	86	Cans
18	Toothpaste	43	Tube
19	Dishwashing	43	Bot
20	Fruit Cocktail, big	86	Cans

21	Shampoo	86	Bot
22	Conditioner	86	Bot
23	Bath Soap	86	Pcs
24	Catsup	86	Bot
25	Fabric Conditioner	86	Packs
26	Biscuits	86	Packs
27	Coffee 3 in 1	86	Doz
28	Coffee, black	86	Packs
29	Coffeemate	86	Packs
30	Milo	86	Packs
31	Bear brand	43	Packs
32	Tuna	86	Cans
33	Tuna Sandwich	86	packs

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, Tagbina Campus, Tagbina , Surigao del Sur not later than 10:00 AM of **December 18, 2017**.
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 of SDSSU Tagbina Campus (RFQ No. 19)."**
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), Tagbina Campus, Tagbina, 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,DPA
BAC CHAIRMAN



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QUOTATION FORM

Date: _____
RFQ No. 21

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	Total
	Grocery Items	1	lot	
1	Rice	43	Sacks	
2	Spaghetti Noodles, set	86	Packs	
3	Spaghetti Sauce	86	Cans	
4	Cheese	86	Pcs	
5	Nestle Cream	86	Pcs	
6	Condensed Milk	86	Cans	
7	Macaroni Noodles	86	Packs	
8	MAYonnaise	86	Packs	
9	Corned Beef	86	Cans	
10	Raisens	86	Packs	
11	Detergent Bar, assorted	86	Bar	
12	Detergent Powder	86	Packs	
13	Beef Loaf	86	Cans	
14	Sardines	86	Cans	
15	Vinegar	86	Bot	
16	Soy Sauce	86	Bot	
17	Meat Sauce	86	Cans	
18	Toothpaste	43	Tube	
19	Dishwashing	43	Bot	
20	Fruit Cocktail, big	86	Cans	
21	Shampoo	86	Bot	
22	Conditioner	86	Bot	
23	Bath Soap	86	Pcs	

24	Catsup	86	Bot	
25	Fabric Conditioner	86	Packs	
26	Biscuits	86	Packs	
27	Coffee 3 in 1	86	Doz	
28	Coffee, black	86	Packs	
29	Coffeemate	86	Packs	
30	Milo	86	Packs	
31	Bear brand	43	Packs	
32	Tuna	86	Cans	
33	Tuna Sandwich	86	packs	
	Total			

- 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: _____

Contact No: _____



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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Grocery Items	
Rice	
Spaghetti Noodles, set	
Spaghetti Sauce	
Cheese	
Nestle Cream	
Condensed Milk	
Macaroni Noodles	
Mayonnaise	
Corned Beef	
Raisens	
Detergent Bar, assorted	
Detergent Powder	
Beef Loaf	
Sardines	
Vinegar	
Soy Sauce	
Meat Sauce	
Toothpaste	
Dishwashing	
Fruit Cocktail, big	
Shampoo	
Conditioner	
Bath Soap	
Catsup	
Fabric Conditioner	
Biscuits	
Coffee 3 in 1	
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Milo	
Bear brand	
Tuna	
Tuna Sandwich	