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)**
**"Meals and Snacks for Year End Assessment for 2016 and Pre-Planning for 2017"**

RFQ No: 010

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *One Hundred Nine Thousand Five Hundred Pesos Only (P 109,500.00)* being the approved Budget for the Contract (ABC) to payments for the "**Meals and Snacks for Year End Assessment for 2016 and Pre-Planning for 2017"** 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:
3.

| Item No. | Description | | Qty. | Unit |
|---|---|---|---|---|
| | **Meals for Year End Assessment 2016 and Pre-Planning 2017** | | | |
| **1** | Day 1 | | | |
| | Snacks Am | | 73 | **pax** |
| | Lunch<br>Menu: Rice, tinolang manok, camaron rebosado, ve. Garden salad, sweet and sour fish fillet , beef caldereta, mineral water, softdrinks, fruits/dessert/maja blanca | | 73 | **Psx** |
| | Snacks PM | | 73 | **pax** |
| | Dinner<br>Menu:Rice, prawn or white shrimp, beef steak, grilled fish or breaded fish, bottled mineral water, dessert/fruits | | 73 | **Pax** |
| **2** | Day 2 | | | |
| | Snacks Am | | 73 | **pax** |
| | Lunch<br>Menu:<br>Rice, sinuglaw, pancit, chicken curry, calamares, fruits, softdrinks, bottled mineral water | | 73 | **Pax** |
| | Snacks PM | | 73 | **pax** |
| | Dinner<br>Menu:<br>Rice,Grilled fish sinigang shrimp,adobongpusit, lato or pipino salad, fruits, softdrinks,bottled mineral water | | 73 | **Pax** |

| | | | | |
|---|---|---|---|---|
| **3** | Day 3 | | | |
| | Snacks Am | | 73 | **pax** |
| | Lunch<br>Menu:<br>Rice Adobo, tinolang manok, fish fillet, bottled water, softdrinks and fruits | | 73 | **Pax** |
| | Snacks PM | | 73 | **pax** |
| | Dinner<br>Menu:<br>1 head lechon, four seasons, breaded chicken, rice, vegetable garden salad, bottled mineral water, softdrinks and dessert | | 73 | **pax** |
| | Note: Including table and chairs with table cloth and skirting | | | |

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 2, 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 "**Meals and Snacks for Year End Assessment for 2016 and Pre-Planning for 2017** *(RFQ No. 010)."*

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**
*BAC CHAIRMAN*

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# QUOTATION FORM

Date: _____
RFQ No. 010

**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 |
|---|---|---|---|---|---|---|
| | **Meals for Year End Assessment 2016 and Pre-Planning 2017** | | | | | |
| **1** | Day 1 | | | | | |
| | Snacks Am | | 73 | **pax** | | |
| | Lunch<br>Menu: Rice, tinolang manok, camaron rebosado, ve. Garden salad, sweet and sour fish fillet , beef caldereta, mineral water, softdrinks, fruits/dessert/maja blanca | | 73 | **Psx** | | |
| | Snacks PM | | 73 | **pax** | | |
| | Dinner<br>Menu:Rice, prawn or white shrimp, beef steak, grilled fish or breaded fish, bottled mineral water, dessert/fruits | | 73 | **Pax** | | |
| **2** | Day 2 | | | | | |
| | Snacks Am | | 73 | **pax** | | |
| | Lunch<br>Menu:<br>Rice, sinuglaw, pancit, chicken curry, calamares, fruits, softdrinks, bottled mineral water | | 73 | **Pax** | | |
| | Snacks PM | | 73 | **pax** | | |
| | Dinner<br>Menu:<br>Rice,Grilled fish sinigang shrimp,adobongpusit, lato or pipino salad, fruits, softdrinks,bottled mineral water | | 73 | **Pax** | | |
| **3** | Day 3 | | | | | |
| | Snacks Am | | 73 | **pax** | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Lunch<br>Menu:<br>Rice Adobo, tinolang manok, fish fillet, bottled water, softdrinks and fruits | | 73 | **Pax** | | |
| | Snacks PM | | 73 | **pax** | | |
| | Dinner<br>Menu:<br>1 head lechon, four seasons, breaded chicken, rice, vegetable garden salad, bottled mineral water, softdrinks and dessert | | 73 | **pax** | | |

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" |
|---|---|
| **Meals for Year End Assessment 2016 and Pre-Planning 2017** | |
| Day 1 | |
| Snacks Am | |
| Lunch<br>Menu: Rice, tinolang manok, camaron rebosado, ve. Garden salad, sweet and sour fish fillet , beef caldereta, mineral water, softdrinks, fruits/dessert/maja blanca | |
| Snacks PM | |
| Dinner<br>Menu:Rice, prawn or white shrimp, beef steak, grilled fish or breaded fish, bottled mineral water, dessert/fruits | |
| Day 2 | |
| Snacks Am | |
| Lunch<br>Menu:<br>Rice, sinuglaw, pancit, chicken curry, calamares, fruits, softdrinks, bottled mineral water | |
| Snacks PM | |
| Dinner<br>Menu:<br>Rice,Grilled fish sinigang shrimp,adobongpusit, lato or pipino salad, fruits, softdrinks,bottled mineral water | |
| Day 3 | |
| Snacks Am | |
| Lunch<br>Menu:<br>Rice Adobo, tinolang manok, fish fillet, bottled water, softdrinks and fruits | |
| Snacks PM | |
| Dinner<br>Menu:<br>1 head lechon, four seasons, breaded chicken, rice, vegetable garden salad, bottled mineral water, softdrinks and dessert | |