



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 Equipment and Supplies of SDSSU Tagbina Campus”

RFQ No: 16

1. The Surigao del Sur State University (SDSSU) – Tagbina Campus, through the GAA intends to apply the sum of *Fifty Thousand Pesos only (P 50,000.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Kitchen Equipment and Supplies 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
	Kitchen Equipment	1	lot
1	Stainless mixing bowl with colander, large	3	Pcs
2	Stainless mixing bowl, small	2	Pcs
3	Plastic Measuring cups	1	Set
4	Measuring spoon	1	Set
5	Wooden Spatula	3	Pcs
6	Plastic Funnel, big	1	Pc
7	Plastic Funnel, Small	1	Pc
8	Kitchen Weighing scale, 1 kg capacity	1	Unit
9	Weighing scale, 10 kg capacity	1	Unit
10	Meat Chiller	1	Unit
11	Large Frying Pan	2	Pcs
12	Baking Pan	1	Set
13	Steamer Pot, large	2	Pc
14	Baking tins (hulmahan), large	40	Pcs
15	Baking Tins (hulmahan), small	50	Pcs
16	Plastic Trays	6	Pcs
17	Heat Gun	1	Unit
18	Butcher’s knife (for slicing/chopping coconut)	1	Pc
19	Chiller (for chilling coconut meat and juice)	1	Unit
20	Plastic Cooler box with drain plug	2	Units
21	Plastic Pitcher, 2 liter capacity	2	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, Tagbina Campus, Tagbina , Surigao del Sur not later than 10:00 AM of **July 9, 2018**.
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 Equipment and Supply of SDSSU Tagbina Campus (RFQ No. 16).**"
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,MPA
BAC CHAIRMAN



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QUOTATION FORM

Date: _____

RFQ No. 16

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
	Kitchen Equipment	1	lot	
1	Stainless mixing bowl with colander, large	3	Pcs	
2	Stainless mixing bowl, small	2	Pcs	
3	Plastic Measuring cups	1	Set	
4	Measuring spoon	1	Set	
5	Wooden Spatula	3	Pcs	
6	Plastic Funnel, big	1	Pc	
7	Plastic Funnel, Small	1	Pc	
8	Kitchen Weighing scale, 1 kg capacity	1	Unit	
9	Weighing scale, 10 kg capacity	1	Unit	
10	Meat Chiller	1	Unit	
11	Large Frying Pan	2	Pcs	
12	Baking Pan	1	Set	
13	Steamer Pot, large	2	Pc	
14	Baking tins (hulmahan), large	40	Pcs	
15	Baking Tins (hulmahan), small	50	Pcs	
16	Plastic Trays	6	Pcs	
17	Heat Gun	1	Unit	
18	Butcher's knife (for slicing/chopping coconut)	1	Pc	
19	Chiller (for chilling coconut meat and juice)	1	Unit	
20	Plastic Cooler box with drain plug	2	Units	
21	Plastic Pitcher, 2 liter capacity	2	pcs	
	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: _____



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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Kitchen Equipment	
Stainless mixing bowl with colander, large	
Stainless mixing bowl, small	
Plastic Measuring cups	
Measuring spoon	
Wooden Spatula	
Plastic Funnel, big	
Plastic Funnel, Small	
Kitchen Weighing scale, 1 kg capacity	
Weighing scale, 10 kg capacity	
Meat Chiller	
Large Frying Pan	
Baking Pan	
Steamer Pot, large	
Baking tins (hulmahan), large	
Baking Tins (hulmahan), small	
Plastic Trays	
Heat Gun	
Butcher's knife (for slicing/chopping coconut)	
Chiller (for chilling coconut meat and juice)	
Plastic Cooler box with drain plug	
Plastic Pitcher, 2 liter capacity	