



Republic of the Philippines
SURIGAO DEL SUR STATE UNIVERSITY
Cagwait Campus
Cagwait, Surigao del Sur
Contact #: 09473802072

Bids and Awards Committee on Goods

REQUEST FOR QUOTATION (RFQ)

Procurement of Bed Clothes and Other Supplies

RFQ No: 005

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum **One Hundred Fourteen Thousand Eight Hundred Pesos Only (P 114,800.00)** being the approved Budget for the Contract (ABC) to payments for the **Procurement of Bed Clothes and Other Supplies** 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	Flat Sheet, white, queen size	6	Pcs.
2	Bed cover, queen size	2	Pcs.
3	Bed Pad, queen size	2	Pcs.
4	Fitted Bed sheet, queen size	2	Pcs
4	Blanket, queen size	2	Pcs.
5	Pillow cases, white	4	Pcs.
6	Hand towel, white	4	Pcs
7	Face Towel, white	4	Pcs
8	Bathrobe, white	2	Pcs.
9	Wardrobe	1	Unit
10	Bar Chairs	3	Pcs.
11	Housekeeping Cart/trolley	1	Unit
12	Bed with headboard and nite table, queen size	1	Unit
13	Night Lamp	1	Unit
14	Gas Range	1	Unit

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, Cagwait Campus, Cagwait, Surigao del Sur not later than 10:00 AM of September 29, 2015.
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 **"Procurement of Bed Clothes and Other Supplies (RFQ No. 005)."**
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. NOELITO B. SALCEDO, Ph. D.
Campus Director



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QUOTATION FORM

Date: _____
RFQ No. 005

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	Flat Sheet, white, queen size	6	Pcs.		
2	Bed cover, queen size	2	Pcs.		
3	Bed Pad, queen size	2	Pcs.		
4	Fitted Bed sheet, queen size	2	Pcs		
4	Blanket, queen size	2	Pcs.		
5	Pillow cases, white	4	Pcs.		
6	Hand towel, white	4	Pcs		
7	Face Towel, white	4	Pcs		
8	Bathrobe, white	2	Pcs.		
9	Wardrobe	1	Unit		
10	Bar Chairs	3	Pcs.		
11	Housekeeping Cart/trolley	1	Unit		
12	Bed with headboard and nite table, queen size	1	Unit		
13	Night Lamp	1	Unit		
14	Gas Range	1	Unit		

- 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")
Flat Sheet, white, queen size	
Bed cover, queen size	
Bed Pad, queen size	
Fitted Bed sheet, queen size	
Blanket, queen size	
Pillow cases, white	
Hand towel, white	
Face Towel, white	
Bathrobe, white	
Wardrobe	
Bar Chairs	
Housekeeping Cart/trolley	
Bed with headboard and nite table, queen size	
Night Lamp	
Gas Range	