



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 San Miguel Campus”

RFQ No: 06

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Ninety Five Thousand Six Pesos Only Pesos Only (P 95,006.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Grocery Items of SDSSU San Miguel 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	Macaroni Pasta	38	Packs
2	Today's	38	Gals
3	Mayonnaise	38	Packs
4	Cheese	76	Pack
5	All Purpose Nestle Cream	114	Pack
6	Nestle Cream	114	Can
7	Nescafe	38	Pack
8	Bearbrand Powder	38	Pack
9	Safeguard Soap Small	114	Pc
10	Surf Powder I kilo	38	Pack
11	Sugar White	38	Kilo

12	Spaghetti Pasta	38	Kilo
13	Spaghetti Meat Sauce	38	Pack
14	Liberty (Big)	114	Can
15	Spaghetti Suace	38	Pack
16	Milo 380 g	38	Pck
17	Colgate (Big)	38	Pc
18	May (Red Wine)	38	Bottle
19	Evaporada (Big)	38	Can
20	Juice(320g)	38	Pack
21	Cellophane Bag	1	Pack
22	Coffemate	38	pack

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, San Miguel Campus, San Miguel, Surigao del Sur not later than 10:00 AM of December 12 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 San Miguel Campus (RFQ No. 006)."**
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), San Miguel Campus, San Miguel, 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. 006

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
	Grocery Items	1	lot		
1	Macaroni Pasta	38	Packs		
2	Todays	38	Gals		
3	Mayonnaise	38	Packs		
4	Cheeze	76	Pack		
5	All Purpose Nestle Cream	114	Pack		
6	Nestle Cream	114	Can		
7	Nescafe	38	Pack		
8	Bearbrand Powder	38	Pack		
9	Safeguard Soap Small	114	Pc		
10	Surf Powder I kilo	38	Pack		
11	Sugar White	38	Kilo		
12	Spaghetti Pasta	38	Kilo		
13	Spaghetti Meat Sauce	38	Pack		
14	Liberty (Big)	114	Can		
15	Spaghetti Suace	38	Pack		
16	Milo 380 g	38	Pck		
17	Colgate (Big)	38	Pc		
18	May (Red Wine)	38	Bottle		
19	Evaporada (Big)	38	Can		
20	Juice(320g)	38	Pack		

21	Cellophane Bag	1	Pack		
22	Coffemate	38	pack		

- 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	
Macaroni Pasta	
Todays	
Mayonnaise	
Cheeze	
All Purpose Nestle Cream	
Nestle Cream	
Nescafe	
Bearbrand Powder	
Safeguard Soap Small	
Surf Powder I kilo	
Sugar White	
Spaghetti Pasta	
Spaghetti Meat Sauce	
Liberty (Big)	
Spaghetti Suace	
Milo 380 g	
Colgate (Big)	
May (Red Wine)	
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Juice(320g)	
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