



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 Supply of SDSSU Tagbina Campus”

RFQ No: 30

1. The Surigao del Sur State University (SDSSU) – Tagbina Campus, through the GAA intends to apply the sum of *One Hundred Eight Thousand Three Hundred Twenty Six Pesos Only (P 108,326.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Kitchen Supply 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
	One Lot-Kitchen Supply		
1	Soup Spoon	24	Pcs
2	Steak Knife	24	Pcs
3	Collins Glass	12	Pcs
4	Pilsner Glass	12	Pcs
5	Electric Griller	1	Unit
6	Skirting Cloth-Blue	1	Roll
7	4 burner gas range with oven	2	Units
8	Queen Bed	1	Pc
9	Bed Sheet (Double)	6	Pcs
10	Duvet (double)	2	Pcs
11	Blanket (double)	2	Pcs
12	Butter Knife	5	Pcs
13	Cocktail Fork	6	Pcs
14	Demi-tasse spoon	4	Pcs
15	Dinner Fork	20	Pcs
16	Skirting Cloth-Red	1	Roll
17	Fish Fork	20	Pcs
18	Fish Knife	20	Pcs
19	Oyster Fork	20	Pcs
20	Salad Fork	20	Pcs
21	2 burner gas stove	4	Pcs
22	Butcher’s knife	8	Pcs
23	Chef’s/Kitchen Knife	8	Pcs
24	Boning Knife	8	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 September 17, 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 Supply of SDSSU Tagbina Campus (RFQ No.30)."**
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. 30

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
	One Lot-Kitchen Supply			
1	Soup Spoon	24	Pcs	
2	Steak Knife	24	Pcs	
3	Collins Glass	12	Pcs	
4	Pilsner Glass	12	Pcs	
5	Electric Griller	1	Unit	
6	Skirting Cloth-Blue	1	Roll	
7	4 burner gas range with oven	2	Units	
8	Queen Bed	1	Pc	
9	Bed Sheet (Double)	6	Pcs	
10	Duvet (double)	2	Pcs	
11	Blanket (double)	2	Pcs	
12	Butter Knife	5	Pcs	
13	Cocktail Fork	6	Pcs	
14	Demi-tasse spoon	4	Pcs	
15	Dinner Fork	20	Pcs	
16	Skirting Cloth-Red	1	Roll	
17	Fish Fork	20	Pcs	
18	Fish Knife	20	Pcs	
19	Oyster Fork	20	Pcs	
20	Salad Fork	20	Pcs	
21	2 burner gas stove	4	Pcs	
22	Butcher's knife	8	Pcs	
23	Chef's/Kitchen Knife	8	Pcs	
24	Boning Knife	8	pcs	

- 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 SPECIFICATION

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
One Lot-Kitchen Supply	
Soup Spoon	
Steak Knife	
Collins Glass	
Pilsner Glass	
Electric Griller	
Skirting Cloth-Blue	
4 burner gas range with oven	
Queen Bed	
Bed Sheet (Double)	
Duvet (double)	
Blanket (double)	
Butter Knife	
Cocktail Fork	
Demi-tasse spoon	
Dinner Fork	
Skirting Cloth-Red	
Fish Fork	
Fish Knife	
Oyster Fork	
Salad Fork	
2 burner gas stove	
Butcher's knife	
Chef's/Kitchen Knife	
Boning Knife	