



**ISO 9001:2015 CERTIFIED**  
**CERTIFICATE NUMBER: SCP000544Q**



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Republic of the Philippines

**KALINGA STATE UNIVERSITY**

Purok 6, Bulanao, Tabuk City, Kalinga 3800

**BIDS AND AWARDS COMMITTEE**

Title :	<b>REQUEST FOR QUOTATION</b>		
Name of Contract :	<b>PURCHASE AND DELIVERY OF ALL-IN-ONE COPIERS FOR LIBRARY SERVICES</b>	RFQ No. :	<b>RFQ_GOODS_2020-12-075</b>
Procuring Entity :	<b>KALINGA STATE UNIVERSITY</b>	Date :	<b>DECEMBER 15, 2020</b>
End-User Unit :	<b>LIBRARY SERVICES</b>	Fund Cluster :	<b>IGI CY 2020</b>
Implementing Unit :	<b>OFFICE OF THE DIRECTOR FOR LIBRARY SERVICES</b>	ABC :	<b>PHP 225,000.00</b>
Period of Advertisement :	<b>DECEMBER 16-21, 2020 @ 10:00 AM</b>	Mode of Procurement :	<b>SHOPPING (Sec. 52.1.b)</b>
Instructions to External Providers :	Please quote your government price, taxes included, and FOB, subject to the Terms and Conditions stated below, and submit your quotation duly signed by your representative <b>not later than ten o'clock in the morning (10 am) of December 21, 2020</b> , in a sealed envelope to the business or e-mail address below and shall be opened on the same day at 10:01 am.		
Terms and Conditions :	<ol style="list-style-type: none"> <li>1. All entries must be typewritten or legibly written.</li> <li>2. Price validity shall be for 30 calendar days.</li> <li>3. The filled-out RFQ must be submitted by prospective external service providers together with the following Attachments: <ol style="list-style-type: none"> <li>a) <b>Technical Documents:</b> <ol style="list-style-type: none"> <li>i. <b>CY 2020 Mayor's/Business Permit</b></li> <li>ii. <b>PhilGEPS Registration Number</b></li> <li>iii. <b>Integrity Pledge for KSU Service Provider and AMO's valid Identification</b></li> </ol> </li> <li>b) <b>Financial Documents (duly signed every page):</b> <ol style="list-style-type: none"> <li>i. <b>Schedule of Prices (per item)</b></li> <li>ii. <b>Bid Data Sheet of Equipment being offered</b></li> </ol> </li> </ol> </li> <li>4. <b>Evaluation of bids and award of contract shall be based on the TOTAL lowest offer. Prospective suppliers shall have one option of submitting a complete proposal for ALL ITEMS. Bids received more than the ABC shall be automatically rejected at bid opening.</b></li> <li>5. <b>Completion of the Delivery is required within 15 Calendar Days effective upon confirmation of Purchase Order. Since delayed delivery translates into delayed government service, a Liquidated Damages shall be imposed on erring suppliers.</b></li> <li>6. <b>The total price quoted is subject to withholding tax and payable checks.</b></li> <li>7. <b>The following are the Annexes:</b> <ol style="list-style-type: none"> <li>a) <b>Annex A_Schedule of Prices</b></li> <li>b) <b>Annex B_ KSU Service Provider Integrity Pledge and AMO's valid Identification</b></li> </ol> </li> <li>8. <b>The equipment and components should be branded (not clone, imitation or assembled), brand new, and company sealed upon delivery.</b></li> <li>9. <b>Availability of parts in the local market by local distributor.</b></li> <li>10. <b>Capable of providing technical service/assistance within 24 hours or next business day on-site (NBDOS) service warranty (after-sales requirement).</b></li> <li>11. <b>Prior to acceptance and payment, the following activities should be conducted:</b> <ol style="list-style-type: none"> <li>a) <b>The winning supplier must conduct orientation on equipment's operation after delivery and installation.</b></li> <li>b) <b>Testing and ceiling of the equipment must be conducted with the end-users and TWGs.</b></li> </ol> </li> <li>12. <b>The end-user, in coordination with the Supply and Property Management Office, will rate the performance evaluation of the concerned Supplier through the External Provider's Evaluation Form and the same must be confirmed by the latter.</b></li> <li>13. <b>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or his/her duly authorized representative/s.</b></li> <li>14. <b>The Kalinga State University reserves the right to reject any bids, declare a failure of bidding, or not award the contract at any time before contract award per Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.</b></li> <li>15. <b>During the Contract Implementation, the winning bidder is expected to adhere to the Green Procurement Program of the government, per E.O. No. 301 issued in 2004.</b></li> <li>16. <b>After the delivery, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.</b></li> </ol> <p style="text-align: center;"><b><i>I hereby certify to comply with all the above Terms and Conditions.</i></b></p> <p style="text-align: center;"> <span style="display: inline-block; width: 40%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 40%; border-bottom: 1px solid black; margin-bottom: 5px;"></span>  <i>Name of Company/Bidder</i> <span style="margin-left: 100px;"><i>Signature Over Printed Name of Representative</i></span> </p>		
Prepared by/ Contact Person :	<b>MR. RONALDO B. DALUPING</b> BAC Secretariat, Procurement Management Office KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga CP No. 0917-774-4185/ <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a>	 Signature	
Approved by :	<b>EDNA P. YUMOL, CPA, PhD</b> BAC Chairman	 Signature	