



Republic of the Philippines
Cagayan State University
BIDS & AWARDS COMMITTEE

Tuguegarao City, Cagayan
Tel. No.: (078) 377 5520
Email: bacsecretariat@csu.edu.ph

REQUEST FOR QUOTATION

RFQ NUMBER:	2024-01-02G
PR NUMBER:	2024-01-005
RFQ DATE:	January 10, 2024
NAME OF END-USER:	
PURPOSE:	For the conduct of 2024 Cascading and Planning Activity of CSU Andrews Campus in Pagudpud, Ilocos Norte
DATE OF ACTIVITY, IF ANY:	
CLOSING DATE OF OPPORTUNITY / DEADLINE OF SUBMISSION:	January 15, 2024

The Cagayan State University (CSU) through its Bids and Awards Committee, intends to procure **Meals and Accommodation for the conduct of 2024 Cascading and Planning Activity of CSU Andrews Campus in Pagudpud, Ilocos Norte** for CY 2024 in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided at the second page of this Request for Quotation (RFQ).

Submit your quotation duly signed by your authorized representative not later than the closing date of opportunity or deadline of submission at the BAC Office, Second Floor, Research Building, Andrews Campus, Tuguegarao City, Cagayan. Quotations may also be submitted through email at the address and contact numbers indicated below.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

1. **Copy of valid Business/Mayor's Permit;**
2. **All pages of Certificate of PhilGEPS Registration;**
3. **Professional License /Curriculum Vitae (for Consulting Services) and**
4. **Valid PCAB License (for Infrastructure).**

Prior to award and condition for payment, you will be required to submit:

1. **The Omnibus Sworn Statement (GPPB-prescribed forms); and/or**
2. **Income/ Business Tax Return (for ABC's above Php 500k)**

For any clarification, you may contact us at telephone no. 078 377 5520 or email address at bacsecretariat@csu.edu.ph.

GISELLE JOY B. LADERA
Name of Canvasser

MR. ABRAHAM C. BANGAYAN, JD, MLS
BAC CHAIRPERSON

1. In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.
2. In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.
3. Manually filed tax returns or filed through the EFPS.
4. Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/provider for an award. In case the notice of submission of post-qualification documents is sent via bidder's email, it shall be considered received by the bidder on the said time and date the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check his/her email for the purpose.

INSTRUCTIONS:

Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at bacsecretariat@csu.edu.ph.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The CSU shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the CSU shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CSU shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

SCHEDULE OF REQUIREMENTS		Bidder's Statement of Compliance
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.		
A.	1 calendar day upon receipt of Notice to Proceed or equivalent official document	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Php 123,200.00	In words:
	In figures: _____

I hereby bind myself and certify to comply with all the above Technical Specifications and Schedule of Requirements.

Signature over Printed Name	Position/Designation
Office Telephone No./ Fax/Mobile No.	Email address/es

Payment Details	Payment shall be made promptly through Land Bank/DBP's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user. NOTE: A TRANSACTION FEE OF PHP 350.00 (ADA) IS CHARGED BY DBP FOR NON-DBP ACCOUNTS AND SUPPLIERS.
Banking Institution	
Account Number	
Account Name	
Branch	

Omnibus Sworn Statement (Revised)
FOR CORPORATION OR JOINT VENTURE
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, **Name of Affiant:** _____, of legal age, **Civil Status:** _____, **Nationality:** _____, and residing at **Address of Affiant:** _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for for **[Name of the Project:** _____

_____ of the Cagayan State University as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. **Name of Bidder:** _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Name of Bidder:** _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of **Name of Bidder:** _____ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Name of Bidder:** _____ complies with existing labor laws and standards; and

8. **Name of Bidder:** _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **[Name of the Project]:**_____.

9. **Name of Bidder:** _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[INAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[signatory's legal capacity]
Affiant

[Jurat]

Omnibus Sworn Statement (Revised)
FOR PARTNERSHIP OR COOPERATIVE
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, **Name of Affiant:** _____, of legal age, **Civil Status:** _____, **Nationality:** _____, and residing at **Address of Affiant:** _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for for **[Name of the Project:** _____

_____ of the Cagayan State University as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]

3. **Name of Bidder:** _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Name of Bidder:** _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of **Name of Bidder:** _____ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Name of Bidder:** _____ complies with existing labor laws and standards; and

8. **Name of Bidder:**_____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for **[Name of the Project]**:_____.

9. **Name of Bidder:**_____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[INAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[signatory's legal capacity]
Affiant

[Jurat]

Omnibus Sworn Statement (Revised)
FOR SOLE PROPRIETORSHIP
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, **Name of Affiant:** _____, of legal age, **Civil Status:** _____, **Nationality:** _____, and residing at **Address of Affiant:** _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of [Name of Bidder] with office address _____ at _____ address _____ of _____ Bidder _____;

2. As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **[Name of the Project:** _____

_____ of the Cagayan State University as shown in the attached duly notarized Special Power of Attorney;

3. **Name of Bidder:** _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. **Name of Bidder:** _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. **Name of Bidder:** _____ complies with existing labor laws and standards; and

8. **Name of Bidder:** _____ is

aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **[Name of the Project]**:_____.

9. **Name of Bidder:**_____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[INAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[signatory's legal capacity]
Affiant

[Jurat]