



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:	2024-01-02T
PR NUMBER:	2024-01-032
RFQ DATE:	January 25, 2024
NAME OF END-USER:	Jinky Marie Chua
PURPOSE:	Office supplies for the DOH Funded Research Project entitled, Procurement Prices of Medicines in Region 02: Basis for Improved Transparency and Governance.
DATE OF ACTIVITY, IF ANY:	
CLOSING DATE OF OPPORTUNITY / DEADLINE OF SUBMISSION:	January 31, 2024

The Cagayan State University (CSU) through its Bids and Awards Committee, intends to procure **Supplies** 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.

ETHEL L. DARAUAY
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.

20.	ERASER, plastic/rubber	pc	5			
21.	PAPER CLIP, vinyl/plastic coated, 33 mm	box	10			
22.	PAPER CLIP, vinyl/plastic coated, jumbo, 50 mm	box	10			
23.	PAPER FASTENER, for paper, metal, 50 sets/box	box	20			
24.	DATA FOLDER	pc	5			
25.	DATA FILE BOX	pc	5			
26.	ENVELOPE, expanding, plastic	pc	5			
27.	FOLDER, kraft, long (100 pcs)	pc	1			
28.	FOLDER, kraft, A4 (100 pcs)	pc	1			
29.	CLEARBOOK, Legal size, thick sheets	pc	20			
30.	CLEARBOOK, A4 size, thick sheets	pc	20			
31.	FOLDER, Green, Long with Tab	pc	20			
32.	SIGN PEN, Black, 0.4 (12 pcs per pack)	pack	10			
33.	SIGN PEN, Blue, 0.4 (12 pcs per pack)	pack	10			
34.	SIGN PEN, Red, 0.4 (12 pcs per pack)	pack	10			
35.	PUNCHER, paper, heavy duty, with two hole guide	piece	2			
36.	SCISSORS, symmetrical, blade length: 65mm min	pair	2			
37.	CLEAR ENVELOPE, Thick	pc	10			
38.	NOTE PAD, stick on, 76 mm x 100 mm (3"x4") min	pad	20			
39.	NOTE PAD, stick on, 50 mm x 76 mm (2"x3") min	pad	20			
40.	NOTE PAD, Stick on, 3"x3"	pad	20			
41.	Sticker Paper Matte (A4) (10 pcs/pack)	pack	20			
42.	INDEX TAB, self-adhesive, transparent	box	20			
43.	CORRECTION TAPE	pc	5			
44.	TAPE DISPENSER, Table top	unit	3			
45.	TAPE, Transparent, 24 mm	roll	20			
46.	TAPE, Transparent, 48 mm	roll	20			
47.	WASTEBASKET	pc	3			
48.	Trashbag, Small size (Pack of 10's)	roll	10			
49.	CLIP, backfold, 15 mm (60 pcs)	canister	20			
50.	CLIP, backfold, 25 mm (48 pcs)	canister	20			
51.	CLIP, backfold, 41 mm (24 pcs)	canister	20			
52.	MicroSDXC UHS-I A1 128GB	pc	8			
53.	Compress wire binding tool with cinching bar, punch up to 20 sheets of copy paper at once, binds from 0.325 inches (0.81 cm) to 1.25 inches (3.12 cm), using double O wires or spiral binders, measuring approximately 11-1/2x8x5 inches, white pink color	pc	1			
54.	All-in-One Tool (for book binding), 12x17 inch package contains one trimmer, one bone folder, one banner maker, one tag maker, one envelope	pc	1			

	maker, one scoring board, one tab maker, one stamp press & magnets, one corner rounder, one hole punch, magnetic base and manual					
55.	Binding Wires (2:1 Pitch, 5/8" & 1" Diameter, 12" 23 Loops), black - 10 pcs/pack	pack	9			

**The above quoted prices are inclusive of all costs and applicable taxes.*

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.	30 calendar days upon receipt of Notice to Proceed or equivalent official document	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Php 99,754.80	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	