



Republic of the Philippines  
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY  
La Paz, Iloilo City

## REQUEST FOR QUOTATION

Department:

Bids and Awards  
Committee

Doc. Code:

QF-BAC-02

Rev. No.:

00

Effective Date:

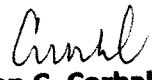
July 1, 2022


(PR/JR NO.) : SVP-2022-295

Date : \_\_\_\_\_  
Doc Track No. : 44995

### TO: ALL PROSPECTIVE SUPPLIERS

1. The **Iloilo Science and Technology University (ISAT U)** through the Office of *the BIDS and AWARDS COMMITTEE*, intends to procure **CARAJAY AND OTHER INSTRUCTIONAL MATERIALS** for CY 2022, in accordance with Section **53.2** (Negotiated Procurement – *Small Value Procurement*) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
2. The Approved Budget for the Contract (ABC) is *Fifty-nine thousand fifty-nine pesos and 10/100 (59,059.10)*. The period for the performance of this obligations shall not go beyond the validity of the appropriations for this project. For purposes of evaluation, comparison and ranking of bids/offers, the suppliers who submitted the single / lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the Technical Working Group (TWG).
3. The Procurement Mechanism to be used is *"BY LOT"*.
4. Please quote your **best offer** for item/s described herein, **subject to the *(Terms of Conditions/Technical Specifications)*** of this Request for Quotation (RFQ). Subject your quotation duly signed by your authorized representative **not later than 3:00 PM** on \_\_\_\_\_ at the Procurement Management Office (PMO) – BAC Secretariat Office, ISAT U, Burgos St., La Paz, Iloilo City. Quotations may also be submitted through email at the address and contact numbers indicated below.
5. Quotation shall be enclosed in a sealed envelope and addressed to the PMO – BAC Secretariat at the address given above. The envelope should have the PR/JR Number boldly and conspicuously identified.
6. The successful proponent must be able to meet/submit the following requirements:
  - 6.1 The **Terms and Conditions/Technical Specifications**, as provided.
  - 6.2 The **Schedule of Requirements**, as provided.
  - 6.3 A copy of 2022 **Business Permit/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted together with the signed quotation/proposal. (see GPPB Resolution No. 09-2020 Item 6.2)
  - 6.4 The **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return for ABC's above Php 500,000.00** shall be submitted *prior to award*. (see GPPB Resolution No. 09-2020 Item 6.3)
7. The quotation should be valid for sixty (60) calendar days from the due date indicated above.
8. ISAT U reserves the right to request for additional documents that it deems necessary in order to make any decision or any quotation.
9. All prospective suppliers must fill out the RFQ provided by ISAT U. Any quotation other than what is provided by the Procuring Entity (PE) or not complying with the RFQ requirements may not be considered.
10. ISAT U reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions or specifications, and schedule of implementation set forth in this RFQ.
12. For any clarification, you may contact us at (033) 320-7184 local no. 133 or email us at bac.isatu@gmail.com

  
**Corazon C. Corbal, Ph.D.** *h*  
BAC Chair

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### **INSTRUCTIONS**

1. Accomplish this RFQ correctly, accurately and completely.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

### **TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for item/s below. Please do not leave any blank items. Indicate "F" if the item offered is for FREE or "NA" for NOT AVAILABLE in the "Total Cost" if applicable.
2. Bidders must state **"Comply"** or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item No.	Product Category	Description/Specification	ABC per Line Item (If applicable)	QTY	Unit	<i>To be filled up by Supplier</i>			
						Bidder's Offer (State brand & model)	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1	<i>Carajay</i>	High good quality, medium size, 39cm		5	pcs				
2	<i>Sauce Pan</i>	Non-stick induction frying pan, 32cm		2	pcs				
3	<i>Sauce Pot</i>	Non-stick induction sauce pot with lid		2	pcs				
4	<i>Casserole</i>	Non-stick casserole with lid		2	pcs				
5	<i>Steamer</i>	3-layer steamer; good quality		2	sets				
6	<i>Colander</i>	Home basic deep colander, stainless steel		5	pcs				
7	<i>Double boiler</i>	Double boiler pot set stainless steel		5	sets				
8	<i>Diner Plate</i>	10 inches, plain white		25	pcs				


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9	Cup and saucer	Cups and saucer, plain white		10	sets				
10	Salad plate	7-8 inch, plain white		25	pcs				
11	Coupe soup bowl	Soup bowl, plain white		25	pcs				
12	Dinner Spoon	Stainless steel and mirror polished		24	pcs				
13	Dinner Fork	Stainless steel and mirror polished		24	pcs				
14	Dinner Knife	Stainless steel and mirror polished		24	pcs				
15	Steak Knife	Steak knife, good quality		10	pcs				
16	Tongs	High good quality, 12 inches		10	pcs				
17	Teaspoon	Stainless steel, mirror polished		24	pcs				
		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx For official used of Food Technology Courses Requested by: (Rene L. Celda)							
	<b>TOTAL</b>								

SCHEDULE OF REQUIREMENT		
Particular	University Requirement	Supplier's Offer
Delivery Period	<b>30 calendar days upon receipt of PO</b>	
Warranty Period		
After Sales Services (If applicable)		

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<b>SUPPLIER'S INFORMATION</b>	
Supplier's Business Name	
Supplier's Business Address	
Contact No.	
Fax No.	
Email Address	
TIN No.	
PhilGEPS Registration No.	

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Position/Designation

\_\_\_\_\_  
 Date