

### Republic of the Philippines

#### ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

La Paz, Iloilo City

Department:	Bids and Awards Committee		
Doc. Code:	QF-BAC-02		
Rev. No.:	00		
Effective Date:	July 1, 2022		

### REQUEST FOR QUOTATION

(PR/JR NO.)	:	SVP-2024-004	Date	:	JAN 0 3 2024
			Doc Track No.	:	64258

#### TO: ALL PROSPECTIVE SUPPLIERS

- The Iloilo Science and Technology University (ISAT U) through the Office of <u>the BIDS and AWARDS</u>
   <u>COMMITTEE</u>, intends to procure <u>PRINTING OF REGISTRATION FORMS</u> for CY <u>2024</u>, in accordance with
   Section <u>53.9</u> (Negotiated Procurement <u>Small Value Procurement</u>) of the 2016 Revised Implementing
   Rules and Regulations of Republic Act No. 9184.
- The Approved Budget for the Contract (ABC) is <u>Two Hundred Thousand Pesos (200,000.00)</u>. 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 <u>(Terms of Conditions/Technical Specifications)</u> of this Request for Quotation (RFQ). Subject your quotation duly signed by your authorized representative not later than 3:00 PM on JAN 1 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 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 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 your 2024 Business Permit/Mayor's Permit and PhilGEPS Registration Number is also required to be submitted along with your 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 will also be required to 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.
  - ISAT U reserves the right to request for additional documents that it deems necessary in order to make any decision or any quotation.
  - 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 is patently not complying with the RFQ requirements may not be considered.
  - 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) 320-7190 local no. 133 or email us at bac.isatu@gmail.com





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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.
- 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.
- 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.

		Description/Specification	ABC per	QTY		To be filled up by Supplier			
	Product Category		Line Item (If applicable)		Unit	Bidder's Offer (State brand & model)	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1.	Printing of Forms	Registration Forms – 50pcs/pad Size: 8.5 x 13; color: white (see sample lay out)		800	pads				
		x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-							
								TOTAL	

SCHEDULE OF REQUIREMENT			
Particular	University Requirement	Supplier's Offer	
Delivery Period	30 calendar days upon receipt PO and lay out		
Warranty Period			
After Sales Services (If applicable)			



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SUPPLIER'S INFORMATION					
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				