

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-2024-271	Date	:	DG 1 1 2024
			Doc Track No.	:	74900

TO: ALL PROSPECTIVE SUPPLIERS

- The Iloilo Science and Technology University (ISAT U) through the Office of the BIDS and AWARDS
 COMMITTEE, intends to procure HYGIENE OUT 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.
- The Approved Budget for the Contract (ABC) is <u>Four Hundred Ninety Nine Thousand Two Hundred Fifty Pesos Only (499,250.00)</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 <u>100 23 2024</u> 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)
 - 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

ENIEDA G. CORONA BAC Chairperson

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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.

			ABC per			To be filled up by Supplier				
tem No.	Product Category	Description/Specification	Line Item (If applicable)	QTY	Unit	Bidder's Offer (State brand & model)	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)	
1	Hygiene Kit	Alcohol 60ml with moisturizer		450	pcs					
		Band-aid 3x10 yds (12strips/box)		450	pcs					
		Hand towel 6x12 inches (in any color)		450	pcs					
		Shampoo (tube)		450	pcs					
		Toothpaste (tube)		450	pcs					
		Hand Sanitizer (20-30ml)		450	pcs					
		Hand Soap 135 grams		450	pcs					
		Hair comb small (in any color)		450	pcs					
		Toothbrush soft bristles for adult		450	pcs					
		Wet Wipes 80s/pack		450	pcs					
		Pouch with zipper lock (that can fit all the 10 items above)		450	pcs					
2	Rice	White Rice (5 kgs/pack)		550	pcs					
3	Towel	Bath Towel Cotton 2x3 feet (in any color)		550	pcs			_		
4	Bag	Tote bag with ISAT U Logo (11 inches W x 14 inches L) in any color		550	pcs					
5	Bag	String Bag with ISAT U Logo (15 inches W x 17 inches L) in any color		450	pcs					
		x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-								
								TOTAL		



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SCH	EDULE OF REQUIREMENT	
Particular	University Requirement	Supplier's Offer
Delivery Period	15 Calendar Days	
Warranty Period		
After Sales Services (If applicable)		

	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	