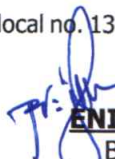
	Republic of the Philippines ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY La Paz, Iloilo City		Department:	Bids and Awards Committee
	REQUEST FOR QUOTATION		Doc. Code:	QF-BAC-02
			Rev. No.:	00
			Effective Date:	July 1, 2022


(PR/JR NO.) : **SVP-2025-007**

Date : **JAN 29 2025**
 Doc Track No. : **78887**

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 **PVC ID, ID Lanyard and ID Holder** for CY 2025, in accordance with Section **53.9** (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 **Six Hundred Thirty Thousand Pesos Only (630,000.00)**. 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 **FEB 04 2025** 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 2025 **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.
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 is patently 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) 320-7190 local no. 133 or email us at bac.isatu@gmail.com


ENIEDA G. CORONA
 BAC Chairperson

	Republic of the Philippines ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY La Paz, Iloilo City	Department:	Bids and Awards Committee QF-BAC-02 00 July 1, 2022
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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	PVC ID	PVC Card ID Ordinary, ISO Standard Size:54mm x 85mm		5000	pieces				
2	PVC ID	Contactless PVC Card (RFID)		6000	pieces				
3	ID Lanyard	ID Lanyard with ISAT U Logo (Please see the actual design for more details) Specifications: -ID Lanyard with side release, with metallic button ISATU logo, with G hook at the end to connect to the ID holder Size: 1 inch width x 22 inches length -Metal components should be corrosion- resistant.		5000	pieces				
4	ID Holder	ID Holder - Transparent Specifications: - Double Card Holder ID Case ID Holder Two-Sided Silicon Vertical ID Holder, Transparent, -Size: (2.26 inch width x 4 inch height)		5000	pieces				

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		- Capable of ISATU ID Size which has (2.13 inch width x 3.38 inch height)							
		For ID Lanyard and Holder: -The winning bidder should secure the actual design from the end user before the production. -The winning bidder must provide sample product to the end user before mass production. For official use. To be used in the operations and maintenance of the ID Printing in MIS office. The ID Lanyard and ID Holder will be distributed to students. (Requested by: Dr. Emily A. Dela Cruz)							
	AMOUNT IN WORDS:								TOTAL

SCHEDULE OF REQUIREMENT		
Particular	University Requirement	Supplier's Offer
Delivery Period	30 Calendar Days upon receipt of PO	
Warranty Period	1 year For equipment	
After Sales Services (If applicable)	None	

SUPPLIER'S INFORMATION	
Supplier's Business Name	
Supplier's Business Address	
Contact No.	
Fax No.	
Email Address	

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TIN No.	
PhilGEPS Registration No.	

 Signature over Printed Name

 Position/Designation

 Date