



 SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION GOODS AND SERVICES
Office/Campus:	BARGO	
Address/Contact Details:	San Roque, Sogod, Southern Leyte	

Purchase Request No.

202602074

Date:

BIDDER:

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

General Conditions of the Contract:

- All entries must be typewritten/handwritten.
- Bidders shall provide correct and accurate information required in this form.
- 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.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- In case of tie among bidders, SLSU shall adopt and employ "draw lots" as the tiebreaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Award of contract shall be made in accordance with the Implementing Rules and Regulations of RA 9184 and RA 12009, whichever is applicable.
- All bidders shall be required to include the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison. Moreover, applicable custom duties, as well as other costs of acquisition such as delivery/freight, insurance, and bank charges, must be incorporated in the bid.
- 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 Southern Leyte State University may terminate 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.
- Delivery period within 30 calendar days.
- Warranty shall be a period of **SIX (6) months** for supplies and materials, **ONE (1) Year** for the equipment, from the date of acceptance by Southern Leyte State University.
- Price validity shall be a period of THIRTY (30) calendar days.
- Valid PHILGEPS registration certificates and Mayor's/Business Permit** shall be attached upon submission of the quotation.
- Notarized Omnibus Sworn Statement** shall be attached upon submission of quotation for ABC amounting to Fifty Thousand Pesos (P50,000.00) and above, in accordance to Annex "H" Appendix A of RA 9184
- Income/Business Tax Return** shall be attached upon submission of quotation for ABC amounting to Five Hundred Thousand Pesos (P500,000.00) and above, in accordance to Annex "H" Appendix A of RA 9184

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
Purchase of Materials for SLSU Cafeteria & Catering Services (1 LOT)						
1	10	piece	Centerpieces Stands Metal Tall Centerpieces Stands Wedding Decoration Table Center Piece For Weddings Party Events Crystal Flower Holder Stand 32x15x10 cm,0.800kg			
2	200	set	Cup and Saucer Cup and saucer, 220cc cup and saucer, porcelain, oven and microwave safe			

3	150	piece	Dinner Plate Dinner Plate 10"			
4	4	piece	Fork Stainless Steel Serving Fork			
5	100	piece	Fork Stainless Fork			
6	150	piece	Golden Napkin Ring			
7	1	gallon	Grill and oven cleaner			
8	150	piece	Highball Glass Highball Glass, 455ml			
9	2	set	Measuring Cups and Spoon Set Stainless Steel Measuring Cups and Spoons Set, 10 pcs/set			
10	150	piece	Red Wine Glass, 550 ml			
11	150	piece	Salad Plate, 8"			
12	2	set	Silicone Cooking Utensils Kitchen Utensil Set, 12 pcs 446F Heat Resistant, Turner Tongs, Spatula, Spoon, Brush, Whisk			
13	100	piece	Spoon Stainless Spoon			
14	12	piece	Spoon Stainless Steel Serving spoons			
15	10	piece	Tongs Stainless Steel Serving Tongs			
16	2	piece	Wooden lechon tray Wooden lechon tray, Wooden Pig Platter Decorative Serving Tray 36 inches			
				TOTAL	₱263,198.00	
Payment Term				If payment for deposit, please provide bank details:		

Very truly yours,

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

MARIE KHUL C. LANGUB

BAC Chairperson

Authorized Company

Representative

(Signature over Printed Name)

JELYNE L. LORA

Canvasser

Company Name _____

Address _____

Tel. Nos. _____

T. I. N. _____

IMPORTANT:

1. Prices must be written clearly.
2. If offering a substitute/equivalent, specify the brand and make.
3. RFQ should be sealed.

