	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-2024-092

Date : MAR 20 2024
 Doc Track No. : 67894

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 **WHATMAN FILTER PAPER AND OTHER LABORATORY SUPPLY** 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.
2. The Approved Budget for the Contract (ABC) is **One Hundred Thirty One Thousand Fifty Pesos (131,050.00)**. 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 **"PER LINE ITEM"**.
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 MAR 26 2024 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.
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

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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	Laboratory Supply	Whatman Filter Paper 1, 125 mm (100 circles/box)	3,000	1	box				
2	Laboratory Supply	Surgical blade no. 22 (100 pcs/box)	3,000	5	box				
3	Laboratory Supply	Stainless surgical blade holder no. 4	3,000	10	pcs				
4	Laboratory Supply	Mixed Size PTFE Magnetic Stirrer Mixer Stir Bars	6,000	3	pack				
5	Laboratory Supply	Conical centrifuge tubes 15mL (50pcs/bag)	4,250	5	bag				



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6	Laboratory Supply	60 well 1.5ml microcentrifuge rack	6,500	10	pcs				
7	Laboratory Supply	Autoclave tape indicator 1 inch (105 feet)	5,000	10	pcs				
8	Laboratory Supply	3 ml disposable plastic droppers for laboratory use (pack)	3,000	5	pack				
9	Laboratory Supply	Magnetic Retriever Rod for magnetic stir bars	4,500	3	pcs				
10	Laboratory Supply	Pipette tips 1000uL (loose)	2,500	5	pack				
11	Laboratory Supply	Pipette tips 200uL (loose)	2,500	5	pack				
12	Laboratory Supply	Pipette tips 10uL (loose)	2,500	5	pack				
13	Laboratory Supply	Disposable sterile inoculating loop (10uL) with needle end (100 pcs/pack)	6,000	2	pack				
14	Laboratory Supply	Microscope slide (frosted edge)	1,200	10	box				



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15	Laboratory Supply	Coverslip (24 x 56 mm) (100 pcs/box)	2,000	10	box				
16	Laboratory Supply	Parafilm (4 in x 125 ft)	5,600	2	roll				
17	Laboratory Supply	Disposable sterile petri dish (90 x 15 mm)	10,000	2	box				
18	Laboratory Supply	96 well 1.5mL microcentrifuge rack	6,500	10	pcs				
19	Laboratory Supply	Disposable nitrile gloves, medium size (100pcs/box)	5,000	10	box				
20	Laboratory Supply	Falcon conical centrifuge tubes 50mL (50pcs/bag)	4,000	5	bag				
21	Laboratory Supply	Plastic weighing boats 100mL (100pcs/pack)	4,000	1	pack				
22	Laboratory Supply	Alcohol lamp borosilicate 250 mL	1,500	10	pcs				
23	Laboratory Supply	Microscope lens cleaning paper	3,000	10	pcs				

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SCHEDULE OF REQUIREMENT		
Particular	University Requirement	Supplier's Offer
Delivery Period	15 days after receipt of PO	
Warranty Period	1 year	
After Sales Services <i>(If applicable)</i>		

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