



**REQUEST FOR QUOTATION**

RFQ No.: QN03-2025-03-0027

Date: March 06, 2025

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit Number: \_\_\_\_\_

Company TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

Name of Representative & Designation: \_\_\_\_\_

The Cagayan State University – Carig Campus through its Bids and Awards Committee (BAC), intends to procure **RENTAL, MOBILIZATION & OPERATION OF HEAVY EQUIPMENT FOR PUSHING & GRADING OF SOIL ALONG CAMPUS OVAL** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic of Act No. 9184. The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED TWENTY EIGHT THOUSAND ONE HUNDRED EIGHTY SEVEN PESOS (P828,187.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than MARCH 10, 2025** at the CSU – Carig Campus BAC Secretariat Office located at side of the Red Eagle Gymnasium or through email as stated below.

A copy of your **Updated Business/Mayor’s Permit, PhilGEPS (PLATINUM) Registration Number (OR Class A Documents), Income/Business Income Tax Return, and Omnibus Sworn Statement** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact **Mr. Julius Gauang** at telephone no. **(078) 395-2782 loc. 018** or email address at [bacsecretariat@csucarig.edu.ph](mailto:bacsecretariat@csucarig.edu.ph).

Very truly yours,

**ENGR. EMER T. QUEZON, PhD., M.ASCE**

BAC Chairperson for Infrastructure and Special Project Services

Prepared by:

  
**JULIUS C. GAUANG**

Signature Over Printed Name of Canvasser

Date:



**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the content of this from 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.

Suppliers must state here either “**Comply**” or any equivalent term in the column “Supplier’s Statement of Compliance” against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**SPECIFICATIONS/DELIVERABLES**

No.	Item Description	Specifications	Qty	Unit	Supplier’s Statement of Compliance	Unit Cost (Vat inclusive)	Total Cost
1	Excavation and Grade Preparation (True Grade)	Rental, mobilization & Operation of Heavy Equipment for pushing & Grading of Soil Along Campus Oval (See attached Bill of Materials on the next page)	17,381	SQ.M			

Award shall be made on per:  item basis  lot basis

TOTAL BID PRICE (in figures): \_\_\_\_\_

TOTAL BID PRICE (in words): \_\_\_\_\_

VAT  Non-VAT TIN: \_\_\_\_\_

\*The above quoted prices are inclusive of all costs and applicable taxes.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position / Designation

\_\_\_\_\_  
Telephone No./Mobile No.

\_\_\_\_\_  
Email Address/es

CAGAYAN STATE UNIVERSITY – CARIG CAMPUS

Carig Sur, Tuguegarao City, Cagayan

Bids and Awards Committee

Tel. No. (078) 396 0569 loc. 018

Email Address: [bacsecretariat@csucarig.edu.ph](mailto:bacsecretariat@csucarig.edu.ph)

Website: [www.csucarig.edu.ph](http://www.csucarig.edu.ph)



**Name of Project:** CAMPUS OVAL LAND DEVELOPMENT: RENTAL MOBILIZATION & OPERATION OF HEAVY EQUIPMENT FOR PUSHING & GRADING OF SOIL ALONG CAMPUS OVAL

**Location of Project:** Cagayan State University, Carig Campus, Carig Sur, Tuguegarao City, Cagayan

**Duration:** 30 C.D.

ITEM	MATERIALS: Cost/Unit	QTY	UNIT
	Rental Equipments:		
	1 Unit Bulldozer with Operator		
	1 Unit Backhoe with Operator		
	1 Unit Grader with Operator		
<b>Sub-Total (A)</b>			
ITEM	LABOR	# OF PERSONNEL	DAYS
1	Technical	1	7
2	Spotter	2	7
3	Laborers	2	7
<b>Sub-Total (B)</b>			
ITEM	EQUIPMENT	# OF EQUIPMENT	DAYS
1	Bulldozer with operator	1	18
2	Backhoe with Operator	1	10
3	Grader with Operator	1	7
<b>TOTAL ESTIMATED COST</b>			<b>₱ 828,187.00</b>



**TERMS AND CONDITIONS:**

1. Bidders shall provide correct accurate information required in this form.
2. Prices quotation/s must be valid for a period of SIXTY (60) calendar days from the date of submission.
3. Prices quotation/s, to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Awards of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The CSU – Carig Campus shall have the right to and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the CSU – Carig Campus BAC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier’s account.
11. Liquidated damages equivalent to the tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CSU – Carig Campus shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to others courses of action and remedies open to it.

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Signature over Printed Name of  
Authorized Representative

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Position / Designation



## TERMS OF REFERENCE (TOR)

### I. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED TWENTY EIGHT THOUSAND ONE HUNDRED EIGHTY SEVEN PESOS (P828,187.00)** inclusive of all applicable taxes and is available which will be charged against the Cagayan State University – Carig Campus funds.

### II. GENERAL SCOPES OF SERVICES

- a) The prospective supplier shall bid in the above-listed items;
- b) All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- c) The winning bidder shall submit actual product or layout as reference for evaluation and approval for procurement (if applicable); and
- d) The prospective supplier shall replace the defective items. Within 7 days upon receipt of the notification of the defect with the same specification at no cost to the CSU – Carig Campus;

### III. DOCUMENTARY REQUIREMENTS:

- Copy of PhilGEPS Registration Certificate (PLATINUM & ALL Pages); OR Class A Documents (a) DTI/SEC/CDA Registration Certificate; b) BIR Registration; c) Tax Clearance)
- Copy of Updated Mayor's/Business Permit
- Copy of Business / Income Tax Return (ITR);
- Omnibus Sworn Statement (*see attached Annex A*)

### IV. TERMS OF PAYMENT

- a) Send Bill Arrangement
- b) Within fifteen – thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of the Certificate of Job Completion and Acceptance by CSU – Carig Campus;
- c) For deposit of payment, the supplier shall provide the bank account preferably Landbank Account. Bank charges shall be borne by the supplier.

Banking Institution & Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

### V. PERIOD OF DELIVERY

Delivery shall be within **14 calendar days** from the approval of Purchase Order.



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

CAGAYAN STATE UNIVERSITY – CARIG CAMPUS

Carig Sur, Tuguegarao City, Cagayan

Bids and Awards Committee

Tel. No. (078) 396 0569 loc. 018

Email Address: [bacsecretariat@csucarig.edu.ph](mailto:bacsecretariat@csucarig.edu.ph)

Website: [www.csucarig.edu.ph](http://www.csucarig.edu.ph)



*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*