



Republic of the Philippines  
**NUEVA ECIIA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
Cabanatuan City  
044-463-0226  
[www.neust.edu.ph](http://www.neust.edu.ph)

## **INVITATION TO SUBMIT PRICE QUOTATION**

The Nueva Ecija University of Science and Technology (NEUST) through the Bids and Awards Committee (BAC), hereby invites all interested Bidders/Contractors registered with the Philippine Government Electronic Procurement System (PhilGEPS), to quote their lowest price for the hereunder project subject to the General Conditions/Instructions stated herein.

1. Name of Project : **RENOVATION OF SUPPLY AND FACULTY OFFICE**  
Location : Administration Building, NEUST Atate Campus, Palayan City  
Approved Budget for the Contract: Php 597,577.58  
Contract Duration: 45 Calendar Days  
Source of Fund: INCOME  
Cost of Bidding Documents: Php 1,000.00

### ***INSTRUCTIONS:***

1. All quotations/entries must be typewritten.
2. The following documents are required to be submitted along with the signed Request for Quotation Form (RFQ) attached as "Annex A". Failure to comply with any of the following requirements will be automatically disqualified.
  - Certified True Copy of Valid Mayor's/Business Permit
  - Certified True Copy of Valid PhilGEPS Certificate of Registration
  - Certified True Copy of Valid PCAB License applicable to the type and cost of the contract
  - Certified True Copy of Valid BIR Certificate of Registration
  - Certified True Copy of Updated Income Tax Return (stamped "received" by the BIR)
  - Notarized Omnibus Sworn Statement
  - Official Receipt (O.R.) of payment of Bidding Documents
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. The Request for Quotation (RFQ) form must be accompanied with Program of Works and Detailed Estimates.
5. Any erasures or overwriting shall be valid only if they are signed or initialed by the Owner or his/her Authorized Representative.
6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
7. Notarized Special Power of Attorney (SPA or Secretary's Certificate) shall be submitted if the person is an authorized representative. To be presented to the BAC-SECRETARIAT upon submission of the RFQ.

The BAC is conducting Alternative Mode of Procurement (Small Value Procurement) for this Contract in accordance with RA 9184 and Its Implementing Rules and Regulations (IRR).

The quotation and eligibility documents must be submitted in a sealed envelope on or before 12:00PM of April 8, 2024 at the BAC Secretariat, 1<sup>st</sup> Floor, LTC Building, NEUST, Gen. Tinio St., Cabanatuan City. No fax or email quotation will be honored. Late submission will not be accepted.

For information and inquiries about the said project, prospective bidders may directly coordinate with Engr. Sherwin Allado, Director, Building Maintenance and General Services Office, NEUST Sumacab Campus, Cabanatuan City or email the BAC Secretariat at [neust.bacsec@gmail.com](mailto:neust.bacsec@gmail.com).

The NEUST reserves the right to reject any or all Quotations, to waive any minor defects therein, to reject all Quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The NEUST assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotations.

Approved by:



**HONRATO P. PANAHON**  
BAC Chairperson

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