


Republic of the Philippines
 UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
 Office of the University Registrar
Request for Quotation

PR # 2020-10-2217
 Date: 10/30/2020

Company Name : _____
 Address: _____

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith


REYNILO D. GARCIA
 BAC Chair

13 Nov. 2020

- Note :**
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days upon receipt of Purchase Order.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	unit	Network Color Document Scanner	2		
		SPECIFICATIONS: Scanner Type: Sheet-fed, 1-pass, duplex color scanner Optical Resolution: 600 dpi Maximum Resolution: 1200 dpi interpolated Monochrome Bit Depth: 1-bit Output Resolution: 50 to 1200 dpi Effective Pixels: 5100 x 9300 Light Source: 3-color RGB LED Scanning Speed: Letter size: 445 ppm/90 ipm: 200 and 300 dpi Black-and-White, Color, Gray; 11 ppm/22 ipm: 400 and 600 dpi Black-and-White, Gray, Color ²			
2	Unit	Desk Document Scanner	2		
		SPECIFICATIONS: Type: Desktop Type Flatbed Scanner with AD Scanning Sensor Unit: CMOS CIS Line Sensor Optical Resolution: 600dpi/1200dpi Light Source: RGB LED Scanning Side: Front / Back / Duplex Interface: High Speed USB 2.0 Environmental Compliance: RoHS and ENERGY STAR Black and White (A4, 200dpi): ADF: 20ppm / 36ipm Color (A4, 200dpi): ADF: 10ppm / 18ipm Output Resolution: 150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi, 1200 x 1200dpi, 2400 x 2400dpi Output Mode: Black & White, Error Diffuser, Advanced Text Enhancement, Advance Text Enhancement II, 8-bit Greyscale (256-Level), 24-bit Colour Suggested Daily Duty Cycle: Approx 1000 scans/day Long Document Mode: up to 1000mm Feeder Capacity: 50 sheets (80g/m ²) Bundled Software: ISIS/TWAIN Driver, CaptureOn Touch			
3	Unit	Label Printer (Thermal)	3		
		SPECIFICATIONS: Printing method Direct thermal printing via thermal head Speed of printing Max. 150 mm/sec, Max. 93 labels/min. (Standard Address Labels) (When connected to the PC and using P-touch Editor) Print head 300 dpi/720 dot Max. printing width 59 mm Max. printing length 1 m Min. printing length 12.7 mm			
4	Unit	Portable Barcode Scanner	3		
		SPECIFICATIONS: Intelligent Screen Management: 2.2 inch TFT color LCD screen, Multi-Function: Internal offline storage supports up to 100,000 barcodes in offline storage mode, Strong Recognition Ability: Read 1D & 2D bar codes: UPC, EAN, Code128, Code39, ITF25, Codebar, Code93, MSI. Support to read 1D UPS, USPS, FedEx, DHL, BOOK barcode, QR Code, PDF417, DataMatrix, etc., Plug and Play: plug USB Receiver and open up a EXCEL/WORD etc file then scan.			
		*** Nothing Follows***			

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Canvassed By: _____

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

Authorized Canvasser

1. Quotations and other requirements stated below shall be submitted to the University of Southeastern Philippines, Bo. Obrero Davao City, Philippines on the date and time stated in this RFQ.
2. Supplier shall submit the following requirements :
 - a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Pesos. **Statement of Compliance** must be accomplished by supplier
 - b. Valid Mayor's Permit
 - c. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the (source (s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in USEP or any of USEP Campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A.9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.