# Republic of the philippines

# University of Southeastern Philippines Obrero Campus, Bo. Obrero Davao City

# **RESEARCH DIVISION**

# **Request for Quotation**

PR#

Date

2020-11-2219

Company Address:	Name :			Date: _ - -	03-Nov-20	
	ime of deliver	e your lowest price on the items / listed below, subject to the General Cory and submit your quotation duly signed by your representative not late attached herewith			D.GARCIA	
Note :	<ol> <li>Delivery F</li> <li>Warranty         Equipmen     </li> <li>Price valid</li> <li>G-EPS Reg</li> <li>Bidders sl</li> </ol>	s must be typewritten. Period within calendar days upon receipt of Purchase Orde shall be for a period of six ( 6 ) months for supplies and materials, one ( at, from date of acceptance by the procuring entity. dity shall be a period of 30 calendar days.  Igistration Certficate shall be attached upon submission of the Quotation all submit Original Brochures showing certification of the product being delivery: [ ] Pick-up (Schedule) [ x ] Door to Door Delivery	1 ) year for		nail man	Nov. 2020
Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT	
1.	cps	Printing of USEP Journal	1			
		Specs:				
		Size: 6 x 9				
		Cover: Fc #18 full color with plstic lamination				
		Inside: 149 pages 1 color & 57 pages colored				
		using bookpaper #70				
		Perfect binding with DUST Jacket				
	After having	I carefully read and accepted your General Condition, I / We quote you o	on the item at prices not	ted above.		
			Printed Name / Signature			
Canvassec	і Ву:		Tel. No. / Cellphone No.			
	Autho	rized Canvasser		TIN No. of E	Establishment	:

# **General Conditions**

## A. Submission of Requirements

- 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

#### B. Price Validity

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

#### C. 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.

#### D. 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.

# E. Evaluation of Quotations

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

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

## F. 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 purchse 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

# G. Liquidation Damages

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

# H. Warranty

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

# I. 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.