



Republic of the Philippines
 UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
USEP LIBRARY RESOURCE CENTER
REQUEST FOR QUOTATION

Company Name : _____
 Address: _____

P.R. No.: 2020-11 -2222
 Date: 11 -05-2020

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

DR. REYNILLO S. GARCIA
 RAC CHAIR

10 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	lot	Countertop Sneeze Guards/Acrylic Protective Shield/Barrier	17		
		Crystal clear acrylic			
		Rounded corners			
		Custom-made to fit various-shaped countertops			
		May add at least 2-inch side wings for added stability			
		Installation included			
		3mm thickness, consists of the following:			
		CBA LRC 2, w/ window slot, 110cm x 92cm			
		STLRC 1, w/ window slot, 314cm x 92cm			
		THESIS, L-shaped, w/ window slot, 337cm x 92cm			
		MAIN CIRCIN, L-shaped, w/ 2 window slots, 254.5cm x 92 cm			
		2mm thickness, consists of the following:			
		HEAD OFFICE 1, 157cm x 76cm			
		HEAD OFFICE 2, 100cm x 92cm			
		CBA LRC 1, w/ window slot, 141cm x 61cm			
		CED LRC 1, L-shaped, 240cm x 92cm			
		CED LRC 2/SOL, 240cm x 92cm			
		STLRC 2, 92cm x 12cm			
		CT LRC 1, w/ window slot, 98cm x 61cm			
		CT LRC 2, combined units, 147cm x 92cm, 171cm x 92cm			
		TECHNICAL, 110cm x 92cm			
		CIRCIN 2, 121cm x 92cm			
		VIRTUAL, combined, 142cm x 61cm (w/ slot), 150cm x 97cm			
		NOTHING FOLLOWS			

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

Canvassed By:

 Authorized Canvasser

 Printed Name / Signature

 Tel. No. / Cellphone No.

 TIN No. of Establishment

 Date

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 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

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 charged 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.

