



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

Company Name : \_\_\_\_\_  
 Address: \_\_\_\_\_

P.R. No.: 2020-11-2258  
 Date: 11 -24 -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

**REYNILO D. GARCIA**  
 BACCALAUREATE

26 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-EPIS 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	<b>Subscription to Digital Library Platform</b>	1		
		Digital library contents			
		Multimedia: ebooks, audiobooks, videos, etc			
		Catalog of at least 500,000 ebooks			
		Unlimited usage for all titles selected by USEP			
		Single Sign ON-integrated with common database subscribed by USEP/ Discovery Solution			
		Access to private learning spaces and virtual book clubs			
		Interactive social capabilities			
		Ability to upload/integrate local, digital contents and files into the platform			
		Ability to personalize content recommendations and collection			
		Compatibility with all mobile devices			
		Customizable e-reader (change font size, highlights, annotations, etc)			
		Accessible online and offline			
		Remote-access capability			
		On-call, 24/7 support including systems manager and technical support to address any immediate			
		Includes installation, configuration and maintenance			
		Includes orientation and training to USEP personnel and users			
		Access to real-time analytics and reporting			
		Annual subscription			
		***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 on 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.



