

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
 SYSTEMS AND DATA MANAGEMENT DIVISION
Request for Quotation

PR #: **2021-02-058-A**

Date: **February 18, 2021**

Company Name : **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**

Address: **Iniigo St., Bo. Obrero, Davao City**

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
 CAD/BAC Chair

18 Feb. 2021

- 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) [x] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	Approved Budget Cost	BID PRICE	
					UNIT PRICE	TOTAL AMOUNT
1	pcs	USB Hub Type-C (All-in-one): With HDMI, VGA, DVI, Ethernet 1000Mbps, 3 or more USB-3, Type-C, SD Card slot	2	10,000.00		
2	pcs	Wired Optical Mouse: Ergonomic Design: Symmetric, Resolution: 1000 DPI, Port: USB	2	1,200.00		
3	pcs	External Hard Drive : Capacity: 1TB Connectivity: USB 3.0	4	12,000.00		
4	pcs	True Wireless Stereo (TWS) earphone with Noise Cancelling: 6 mm driver unit, neodymium magnet, NFC, 20 - 20000 Hz frequency response, with Volume Control, Bluetooth v5, 2.4GHz band frequency range, noise cancelling with switch, dual microphone, HD Noise Cancelling Processor, Ergonomic Tri-hold, Voice Assistant, BLACK	5	72,500.00		
5	pcs	Laptop Stand: Aluminum Alloy, removable fan, 6 angles, Supports almost all sizes of laptops	10	20,000.00		
6	pcs	Wireless Keyboard with Palm Rest and Mouse: Keyboard specifications includes full-size layout with 12 enhanced F-keys for media control, Wireless operating distance: 10 m maximum, Wireless system: Advanced 2.4 GHz wireless connectivity, Resolution: 1000 dpi, Battery: 2-AAA, Battery life: 48 months; mouse specifications include Battery: 1-AA, Battery life: 18 months, with Scroll Wheel, Wireless operating distance: 10 m maximum, Wireless system: Advanced 2.4 GHz wireless connectivity, Connection Interface: USB	1	1,500.00		
7	pcs	Handheld Vacuum Cleaner (600W): Lightweight, Bagless for easy clean up, Convenient one touch power on/off, No loss suction technology, Includes upholstery tool, crevice nozzle, floor brush and dust bin, Aluminum telescopic tube, etc. , at least 500cc capacity, 600W	2	8,000.00		
8	pcs	TZe-221 Labeling Tape For Brother PT-E300VP: Cartridge Black on White, 9mm Wide, 8m Long, Laminated	15	11,250.00		
9	pcs	TZe-421 Labeling Tape For Brother PT-E300VP: Cartridge Black on Red, 9mm Wide, 8m Long, Laminated	5	3,750.00		
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

Form No.	:FM-USEP-PUR-05
Issue Status	:01
Revision No.	:00
Date Effective	:10 October 2016
Approved by	:President

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

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.