

Republic of the Philippines  
 UNIVERSITY OF SOUTHEASTERN PHILIPPINES  
 Obrero Campus, Bo. Obrero Davao City  
**COLLEGE OF EDUCATION**  
**REQUEST FOR QUOTATION**

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

P.R# 2020-10-2166  
 Date: 10-09-2020

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. REYNILO D. GARCIA**  
 BAC, Chairman



02 Dec. 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) [ x ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	Unit	DESKJET INK	1		
2	Units	PRINTER ALL IN ONE	3		
		<i>Print Speed:</i> Photo Default - 10 x 15 cm / 4 x 6 "-Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless) *1 Draft, A4 (Black / Colour):Up to 33 ppm / 15 ppm *1/ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm *1 First Page Out Time from Ready Mode (Black / Colour):Approx. 10 sec / 16 sec *1 Printer Software: Operating System Compatibility:Windows XP / Vista / 7 / 8 / 8.1 / 10 /Windows Server 2003 / 2008 / 2012 / 2016 /Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later Interface: USB:USB 2.0 Network: Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol:TCP/IPv4, TCP/IPv6 Network Management Protocols: SNMP, HTTP, DHCP, AIPPA, PING, DDNS, mDNS, SLP, WSD, LLTD Electrical Specifications: Rated Voltage:AC 220 - 240 V / Rated Frequency :50 - 60 Hz Operating:12 W / Sleep: 0.7 W / Power Off: 0.3 W / Standby:4.3 W /Scan Speed: Flatbed (Black / Colour):200 dpi: 11 sec / 200 dpi: 28 sec/Noise Level: PC Printing / Plain Paper Default:6.5 B(A), 52 dB (A) *3 PC Printing/ Premium Glossy Photo Paper Best Photo:5.2 B(A), 38 dB (A) Printing Technology: Print Method:On-demand inkjet (Piezoelectric) Minimum Ink Droplet Volume: 3 pl Printer Language:ESC / P-R Print Direction:Bi-directional printing Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per colour (Cyan, Magenta, Yellow) Maximum Resolution :5760 x 1440 dpi (with Variable-Sized Droplet Technology) Automatic 2-sided printing:No / Copy Speed: Copy Quality:Colour / Black-and-White; Draft / Standard Maximum Copies from Standalone:20 copies /Maximum Copy Size:A 4, Letter ISO 29183, A4, Simplex (Black / Colour):Up to 7.7 ipm / 3.8 ipm Max Copy Resolution :600 x 600 dpi Scan Function: Scanner Type:Flatbed colour image scanner Sensor Type:CIS Optical Resolution:1200 x 2400 dpi Maximum Scan Area:216 x 297 mm (8.5 x 11.7")Scanner Bit Depth (Colour):48-bit input, 24-bit output Scanner Bit Depth (Grayscale):16-bit input, 8-bit output Scanner Bit Depth (Black & White):16-bit input, 1-bit output Paper Handling: Number of Paper Trays :1 Standard Paper Input Capacity:Up to 100 sheets-A4 / Letter Plain paper (80 g/m2) Up to 20 sheets- Premium Glossy Photo Paper 10 sheets-Envelope, 30 sheets-Postcard / Output Capacity:Up to 30 sheets, A4 plain paper 20 sheets, Premium Glossy Photo Paper Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24")/ Paper Feed Method:Friction feed Paper Size:Legal, Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 4 x 6", Envelopes: #10, DL, C6/ Print Margin:0 mm top, left, right, bottom via custom settings in printer driver *2			

3	Unit	SCANNER (HEAVY DUTY)	1		
		<p>COMPACT DESIGN AND FAST SCAN SPEEDS HANDLE A VARIETY OF DOCUMENTS - Scan single and double-sided, documents in a single pass at up to 25 ppm(1). Easily scan documents up to 34" long, receipts and photos using the 20-page capacity auto document feeder.</p> <p>EASY-TO-USE AND SAVES TIMES - 2.8" color Touchscreen display for one-touch scanning to preset destinations and device settings management. Auto Start Scan lets you simply drop paper into the feeder to initiate auto scanning to a predefined profile.</p> <p>COMPATIBLE WITH THE WAY YOU WORK - ADS1700W supports multiple "Scan-to" destinations: File(2), OCR(2), Email(2), Network, FTP, Cloud services(7) Mobile Devices(3) and USB flash memory drive(4) to help optimize your business process.</p> <p>VERSATILE SCANNING AND CONNECTIVITY - Wireless scanning to PC, cloud apps(7), mobile(3) and network destinations plus Micro USB 3.0 interface for local connections. Dedicated card slot easily scans business and photo ID cards.</p> <p>OPTIMIZE IMAGES AND TEXT - Enhance scans with automatic color detection/adjustment, image rotation (PC only), bleed through prevention / background removal, text enhancement, color drop. Software suite(6) includes document management and OCR software.</p>			
4	Units	PORTABLE SPEAKER	4		
5	Unit	CAMERA	1		
		<p>Type mirrorless</p> <p>Image Sensor Valid Pixels 24.2 MP</p> <p>Optical Sensor Type / Size CMOS / Approx. 24.2 megapixels</p> <p>Basic Spec - Common Shutter Speed 1/4000-30 sec</p> <p>Light Sensitivity (ISO) standard ISO100-12800 / expansion to ISO 25600/</p> <p>Supported Flash Memory SDHC, SD, SDXC</p> <p>Image record format JPEG / RAW</p> <p>LCD size 3 inch TFT colors LED</p> <p>Battery Type Battery Pack</p> <p>Battery model number LP-E17</p> <p>Connections HDMI / USB2.0</p> <p>Basic Spec - SLR Lens mount Canon EF-M mount</p> <p>Movie Resolution 1920x1080 (Full HD) , 1280x720 , 640x480</p> <p>Movie record format MOV / MPEG-4 AVC/H.264</p> <p>Frame rate 24p / 25p / 30p / 50p / 60p</p> <p>Others - Common Face Recognition yes</p> <p>Self timer yes Continuous shooting Max. approx. 4.2 shots/sec. Bulb yes PictBridge yes</p> <p>Others - SLR Sensor Dust Reduction yes</p> <p>Live View yes (Touch screen shutter)</p> <p>Built-in flash yes</p> <p>RAW+JPEG yes</p> <p>Size Dimensions (WxHxD) Approx. 110.9 x 68.0 x 44.4 mm</p> <p>Weight Approx. 366g / 12.9oz. (CIPA Guidelines : Body + Battery Pack + Card), Approx. 319g / 11.3oz. (Body only, excluding lens cap)</p>			
		x.x.x.x Nothing Follows x.x.x.x.x			

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

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

## 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.



2,000.00

20,000.00