

Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
 Obrero Campus, Bo. Obrero Davao City  
 PROCUREMENT UNIT  
**Request for Quotation**

PR NO.: 2021-02-059  
 DATE: FEBRUARY 16, 2021

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

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

**REYNILDO GARCIA**  
 BAC Chairman

- 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	cart	BROTHER TAPE, Tze-221 (PT-E300VP), Genuine	5		
2	cart	BROTHER TAPE, Tze-421 (PT-E300VP), Genuine	5		
3	cart	INK CART, BROTHER, BT5000, Cyan, Genuine	7		
4	cart	INK CART, BROTHER, BT5000, Magenta, Genuine	7		
5	cart	INK CART, BROTHER, BT5000, Yellow, Genuine	7		
6	cart	INK CART, BROTHER, BTD60, Black, Genuine	8		
7	cart	INK CART, CANON CL-811, Colored, Genuine	6		
8	cart	INK CART, CANON PG-810, Black, Genuine	8		
9	cart	INK CART, EPSON C13T664100 (T6641), Black, Genuine	100		
10	cart	INK CART, EPSON C13T664200 (T6642), Cyan, Genuine	100		
11	cart	INK CART, EPSON C13T664300 (T6643), Magenta, Genuine	100		
12	cart	INK CART, EPSON C13T664400 (T6644), Yellow, Genuine	100		
13	cart	INK CART, HP CN692AA, (HP704), Black, Genuine	6		
14	cart	INK CART, HP CN693AA, (HP704), Tri-color, Genuine	6		
15	cart	INK CART, HP CZ107AA, (HP678), Black, Genuine	6		
16	cart	INK CART, HP CZ108AA, (HP678), Tricolor, Genuine	6		
17	cart	INK, CANON, PIXMA 790, Black, Genuine	6		
18	cart	INK, CANON, PIXMA 790, Cyan, Genuine	5		
19	cart	INK, CANON, PIXMA 790, Magenta, Genuine	5		
20	cart	INK, CANON, PIXMA 790, Yellow, Genuine	5		
21	bottle	INK, EPSON 001, black, Genuine	50		
22	bottle	INK, EPSON 001, cyan, Genuine	50		
23	bottle	INK, EPSON 001, magenta, Genuine	50		
24	bottle	INK, EPSON 001, yellow, Genuine	50		
25	piece	INK, Epson 003, black, Genuine	60		
26	piece	INK, Epson 003, cyan, Genuine	50		
27	piece	INK, Epson 003, magenta, Genuine	50		
28	piece	INK, Epson 003, yellow, Genuine	50		
29	cart	INK, EPSON 188, black, Genuine	15		
30	cart	INK, EPSON 188, cyan, Genuine	10		
31	cart	INK, EPSON 188, magenta, Genuine	10		
32	cart	INK, EPSON 188, yellow, Genuine	10		
33	cart	INK, EPSON BK 774, Pigment, Genuine	20		
SUB-TOTAL					

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
		FORWARDED BALANCE			
34	bottle	INK, EPSON L850 (T673), Black, Genuine	3		
35	bottle	INK, EPSON L850 (T673), Cyan, Genuine	3		
36	bottle	INK, EPSON L850 (T673), Light Cyan, Genuine	3		
37	bottle	INK, EPSON L850 (T673), Light Magenta, Genuine	3		
38	bottle	INK, EPSON L850 (T673), Magenta, Genuine	3		
39	bottle	INK, EPSON L850 (T673), Yellow, Genuine	3		
40	bottle	INK, Epson T01D High capacity Black, Genuine	4		
41	bottle	INK, Epson T01D High Capacity Magenta, Genuine	4		
42	bottle	INK, Epson T01D, High Capacity Cyan, Genuine	4		
43	bottle	INK, Epson, T01D, High Capacity Yellow, Genuine	4		
44	cart	INK, HP 932XL HIGH YIELD, Black, Genuine	3		
45	cart	INK, HP 933XL HIGH YIELD, Cyan, Genuine	3		
46	cart	INK, HP 933XL HIGH YIELD, Magenta, Genuine	3		
47	cart	INK, HP 933XL HIGH YIELD, Yellow, Genuine	3		
48	cart	RIBBON CART, EPSON LQ2190, Genuine	4		
49	cart	TONER CART, HP CE285A (HP85A), Black, Genuine	3		
50	cart	TONER CART, HP CF217A (HP17A), Black LaserJet, Genuine	3		
51	cart	TONER CART, HP79A, CF 279A, black laserjet, Genuine	3		
52	cart	TONER CART, SAMSUNG SL-M3820ND, Black, Genuine	1		
		*** Nothing Follows ***			
			<b>GRAND TOTAL</b>		

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 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.