



University of Southeastern Philippines
Tagum-Mabini Campus

Request for Quotation

Date: 03-17-2020
PR No: 2020-03-155

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

REMEGIO G. DUYAN, JR.
BAC CHAIRMAN

- Note :**
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days.
 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 PRICE
COMMON OFFICE SUPPLIES (CSE)					
1	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	20	P_____	P_____
2	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	3	P_____	P_____
3	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	18	P_____	P_____
4	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	13	P_____	P_____
5	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	14	P_____	P_____
6	ream	PAPER, MULTICOPY-Purpose (Copy) A4, 70gsm	125	P_____	P_____
7	book	Paper, Multi-Purpose (Copy) Legal, 70gsm.	23	P_____	P_____
8	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	4	P_____	P_____
9	pack	Toilet Tissue Paper 2 - ply sheet, 150 pulls	4	P_____	P_____
10	pack	Battery, dry cell, AA, 2 pieces per blister pack	8	P_____	P_____
11	pack	Battery, dry cell, AAA, 2 pieces per blister pack	7	P_____	P_____
12	jar	Glue, all purpose, gross weight: 200 grams min	4	P_____	P_____
13	box	Staple Wire, for heavy duty staplers, (23/13)	1	P_____	P_____
14	box	Staple Wire, Standard, (26/6)	21	P_____	P_____
15	roll	Tape, Masking, width: 24mm (±1mm)	2	P_____	P_____
16	roll	Tape, Masking, width: 48mm (±1mm)	2	P_____	P_____
17	roll	Tape, Packaging, width: 48mm (±1mm)	1	P_____	P_____
18	roll	Tape, Transparent, width: 24mm (±1mm)	1	P_____	P_____
19	roll	Tape, transparent, width: 48mm (±1mm)	1	P_____	P_____
20	can	Air freshener, aerosol, 280ml./150g min	5	P_____	P_____
21	can	Disinfectant Spray, aerosol type, 400-550 grms.	4	P_____	P_____
22	can	Floor Wax, Paste , Red	2	P_____	P_____
23	can	Furniture Cleaner, Aerosol type, 300ml. Min per can	3	P_____	P_____
24	box	Clip, backfold, all metal, clamping: 19mm (-1mm)	2	P_____	P_____

General Conditions

A. SUBMISSION OF REQUIREMENTS

1. Quotations and other requirements stated below shall be submitted to the University of Southeastern Philippines, Tagum - Mabini Campus, Apokon Road, Tagum City, Philippines on the date and time stated in this RFQ.

2. Supplier shall submit the following requireme

- 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 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 cahrged 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.

OFFEROR

AUTHORIZED SIGNATURE

DATE

25	box	Clip, Backfold, all metal, claming: 25mm (-1mm)	8	P_____	P_____
26	box	Clip, backfold, all metal, clamping: 32mm (-1mm)	7	P_____	P_____
27	box	Clip, backfold, all metal, clamping: 50mm (-1mm)	3	P_____	P_____
28	piece	Correction Tape, film base type, UL 6m min	50	P_____	P_____
29	box	Envelope, documentary, for legal size document	4	P_____	P_____
30	box	Envelope, expanding, kraftboard, for legal size doc.	3	P_____	P_____
31	piece	Envelope, expanding, plastic, 0.50mm thickness min	25	P_____	P_____
32	box	Fastener, metal, 70mm between prongs	9	P_____	P_____
33	box	Index tab, self-adhesive, transparent	2	P_____	P_____
34	set	Marker, flourescent, 3 assorted colors per set	7	P_____	P_____
35	piece	Marker, whiteboard, black, felt tip, bullet type	3	P_____	P_____
36	piece	Marker, whiteboard, blue, felt tip, bullet type	1	P_____	P_____
37	piece	Marker, whiteboard, red, felt tip, bullet type	1	P_____	P_____
38	piece	Marker, permanent, bullet type, black	5	P_____	P_____
39	piece	Marker, permanent, bullet, blue	1	P_____	P_____
40	piece	Marker, permanent, bullet type, red	1	P_____	P_____
41	box	Paper clip, vinyl/plastic coat, length: 32mm min	2	P_____	P_____
42	box	Paper clip, vinyl/plastic coat, length: 48mm min	17	P_____	P_____
43	pair	Scissors, symmetrical, blade length: 65mm min	2	P_____	P_____
44	cart	Ink Cart, Epson C13T664100 (T6641), Black	25	P_____	P_____
45	cart	Ink Cart, Epson C13T664200 (T6642), Cyan	10	P_____	P_____
46	cart	Ink Cart, Epson C13T664300 (T6643), Magenta	10	P_____	P_____
47	cart	Ink Cart, Epson C13T664400 (T6644), Yellow	10	P_____	P_____
48	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	114	P_____	P_____
49	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	10	P_____	P_____
50	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	3	P_____	P_____
Nothing follows					
				TOTAL	P
For Supplies use of 2nd Quarter CSE - Fund 101.					

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

Canvassed By:
ROSALINO G. PALO, JR.
 Authorized Canvasser

 Printed Name / Signature

 Tel. No. / Cellphone No.

 TIN No. of Establishment

 Date

Form No. : FM-USep-PUR-05
 Issue Status : 2018-
 Revision No. : 00
 Date Effective : 10 October 2016
 Approved by : President