



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

Company Name : _____
 Address: _____

P.R. No.: 2020-09 - 2144
 Date: 09 - 28-2020

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. REYNILDO GARCIA
 BAC CHAIR

29 Sept. 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) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
		Procurement of various titles of books			
		Requested by College of Business Administration Faculty			
1	cpy	10 steps to successful business writing / Appleman / 2018	1		
2	cpy	3G handy guide : design and cost menus / 3G E-Learning / latest edition	1		
3	cpy	3GE Collection on Tourism: Sustainable Tourism development / 3G E-Learning / 2019	1		
4	cpy	A first course in quantitative finance / Mazzoni / 2018	1		
5	cpy	A macro perspective on tourism and hospitality / Lim / 2019	1		
6	cpy	A professional guide to room division operations / Yadav / latest edition pb'2019	1		
7	cpy	Accounting dictionary / Warren / 27th ed. / 2018	1		
8	cpy	Accounting partnership and corporation / Baysa & Lupisan / 2018	1		
9	cpy	Accounting principles with IFRS GE / Weygandt / 2019	1		
10	cpy	Advanced accounting part 1 / Baysa & Lupisan / 2016	1		
11	cpy	Advanced accounting part 2 / Baysa & Lupisan / 2018	1		
12	cpy	Advertising & promotion / Hackley / 4th ed. / 2018	1		
13	cpy	All about cake / Tosi / 2018	1		
14	cpy	Analysis for finance marketing / Higgins / 2019	1		
15	cpy	Applied facilities management / Edwards / 2018	1		
16	cpy	Auditing : a risk-based approach to conducting a quality audit / Rittenberg / 10th ed / 2019	1		
17	cpy	Auditing basics / 3G eLearning / 2019	1		
18	cpy	Bank asset and liability management / Hong Kong Institute of Bankers (HKIB) / 2018	1		
19	cpy	Basic finance : an introduction to financial institutions, investments, and management / Mayo / 2019	1		

PAGE 1 OF 6

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

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20	cpy	Basic marketing research : Customer insights and managerial action/ Brown / 2018	1		
21	cpy	Behavioral finance for private banking / Bachmann / 2018	1		
22	cpy	Blockchain Economics: Implications of Distributed Ledgers: Markets, Communications Networks, and Algorithmic Reality (Between Science and Economics) / Swan / 2014	1		
23	cpy	Business administration / Cole / 2018	1		
24	cpy	Business Communication: A Problem-Solving Approach / Rentz / 2018	1		
25	cpy	Business enterprise simulation / 3G eLearning / 2nd ed. / 2018	1		
26	cpy	Business Ethics: Decision Making for Personal Integrity & Social Responsibility/ Hartman / 2018	1		
27	cpy	Business Intelligence / Onyango / 2018	1		
28	cpy	Business statistics and analytics in practice / Bowerman / 2019	1		
29	cpy	Capital markets / Brown / 2017	1		
30	cpy	Century 21 accounting: General journal / Gilbertson / 2019	1		
31	cpy	Consumer psychology of tourism, hospitality and leisure / Maclean / 2018	1		
32	cpy	Contemporary auditing / Knapp / 2018	1		
33	cpy	Contemporary financial management / Moyer / 2018	1		
34	cpy	Contemporary marketing / Boone / 2019	1		
35	cpy	Cornerstones of cost management / Hansen / 2018	1		
36	cpy	Cornerstones of financial accounting / Rich / 2018	1		
37	cpy	Corporate finance / Ross / 12th ed. / 2019	1		
38	cpy	Cost analysis for business w CD / 3G eLearning / 2017	1		
39	cpy	Cost and management accounting : an introduction / Drury / 9th ed / 2018	1		
40	cpy	Culinary Math / Blocker / 4th ed. / latest edition	1		
41	cpy	Disaster planning and preparedness in the hotel industry / Albattat / latest edition	1		
42	cpy	Ecotourism / Cruz / 2017	1		
43	cpy	Entrepreneurial finance / Leach / 2018	1		
44	cpy	Entrepreneurship in hospitality and tourism : a global perspective / Broores / 2015	1		
45	cpy	Essentials of financial management/ Brigham / 2018	1		
46	cpy	Essentials of investment / Bodie / 11th ed. / 2018	1		

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47	cpy	Finance: Application & theory / Cornett / 4th ed. / 2018	1		
48	cpy	Financial accounting: an international introduction / Alexander / 2016	1		
49	cpy	Financial analysis with Microsoft Excel / Mayes / 2018	1		
50	cpy	Financial management for non-finance / 3G eLearning / 2019	1		
51	cpy	Financial markets and institutions / Saunders / 2018	1		
52	cpy	Food and beverage cost control / Dopson / 7th ed. / 2019	1		
53	cpy	Food and beverage management / Davis / 2018	1		
54	cpy	Food service management fundamentals / Reynolds / latest edition hb'2013	1		
55	cpy	Food supply chain management issues for the hospitality and retail sector / Eastham / 1st ed. / 2016	1		
56	cpy	Foundations of computational finance with MATLAB / McCarthy / 2018	1		
57	cpy	Foundations of lodging management / Hayes / latest edition	1		
58	cpy	Fundamentals in lodging operations / Yap / 2019	1		
59	cpy	Fundamentals of corporate finance / Ross / 2019	1		
60	cpy	Fundamentals of financial accounting / Philips / 2019	1		
61	cpy	History of the Filipino people / Agoncillo / latest ed. /	1		
62	cpy	Hospitality management and organizational behavior / 3G E-Learning / 2019	1		
63	cpy	Hospitality operations management / Sharma / latest edition 4th pb'2016	1		
64	cpy	Hospitality strategic management concepts and cases / Enz / 2nd ed / 2010	1		
65	cpy	Hotel operations management / Hayes / 3rd ed. / 2017	1		
66	cpy	Human resource management: A critical approach / Collings / 2019	1		
67	cpy	Illustrated dictionary of business finance / 3G eLearning / 2019	1		
68	cpy	Innovation management strategies, concepts and tools for growth and profit / Maital / 2nd ed. / 2018	1		
69	cpy	Intermediate Accounting: IFRS Edition / Kieso / 3rd ed. / 2019	1		
70	cpy	International Corporate Finance: Value Creation with Currency Derivatives in Global Capital Markets / Jacque / 2nd ed. / 2020	1		
71	cpy	International finance management / Cheul Eun / 8th ed. / 2018	1		
72	cpy	International financial management/ Madura / 2018	1		
73	cpy	International Strategy of Emerging Market Firms: Absorbing Global Knowledge and Building Competitive Advantage/ Panibratov / 2017	1		

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74	cpy	Introduction to corporate finance / Booth / 4th ed. / 2016	1		
75	cpy	Introductory financial accounting for business / Edmonds / 2019	1		
76	cpy	Justice and ethics in tourism / Jamal / 2019	1		
77	cpy	Law in hospitality industry (The Philippines tourism laws simplified) / Cagurangan / 2016	1		
78	cpy	Legal aspects in tourism and hospitality / 3G E-Learning/ 2019	1		
79	cpy	Legal aspects in tourism and hospitality / Maranan / 2019	1		
80	cpy	Macro economy today / Schiller / 2019	1		
81	cpy	Macro perspectives of tourism and hospitality / Disimulacion / 2019	1		
82	cpy	Management information systems : managing the digital firm / Laudon / 2020	1		
83	cpy	Marketing and managing tourism destinations / Morrison / 2nd ed. /2019	1		
84	cpy	Marketing research: an applied orientation / Malhotra / 7th ed. / 2019	1		
85	cpy	Meeting, conference and convention management / 3G E-Learning / 2nd ed. /2018	1		
86	cpy	Mergers, Acquisitions and Corporate Restructuring: Text and Cases / Krishnamurti / 2018	1		
87	cpy	Micro Perspective Of Tourism And Hospitality/ Cruz / 2018	1		
88	cpy	Multicultural diversity in workplace for tourism professionals / 3G E-Learning / 2019	1		
89	cpy	Navigating global business : a cultural compass / Simcha Ronen / 2017	1		
90	cpy	Organizational behavior: emerging knowledge, global reality / McShane & Von Glinow / 2018	1		
91	cpy	Payroll accounting / Bieg / 2018	1		
92	cpy	Philippine International culinary encyclopedia / Malcampo /2016	1		
93	cpy	Practical accounting 1 / Robles /2016	1		
94	cpy	Practical accounting part 2 / Rante / 2016	1		
95	cpy	Practical auditing: textbook & IFRS based exercises / Empleo / 2019	1		
96	cpy	Predictive analytics for business strategy: Reasoning from Data to Actionable Knowledge / Prince / 2019	1		
97	cpy	Principles of economics / Frank / 7th ed. / 2019	1		
98	cpy	Purchasing and costing for the hospitality industry / 3G E-Learning / 2019	1		
99	cpy	Qualitative marketing research: understanding consumer behavior / Maison / 2019	1		
100	cpy	Quality services & experiences in hospitality / Cai /2018	1		
101	cpy	Quantitative analysis for management / Render /2018	1		

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102	cpy	Quantitative techniques in bus / 3G eLearning / 2019	1		
103	cpy	Readings in Philippine history / Rex Bookstore / latest ed.	1		
104	cpy	Regulation A+ and Other Alternatives to a Traditional IPO: Financing Your Growth Business Following the JOBS Act / Feldman / 2018	1		
105	cpy	Research methods for business: A skill building approach / Sekaran / latest edition	1		
106	cpy	Revenue management : maximizing revenue in hospitality operations/ Forgacs / latest edition	1		
107	cpy	Risk management for tourism & hospitality management / Maranan / 2018	1		
108	cpy	ServSafe coursebook / National Restaurant Association Educational Foundation (NRAEF)/ 7th edition	1		
109	cpy	Smart guide to apprenticeship and practicum training/ Cabulay et.al. / 2009	1		
110	cpy	Strategic cost analysis / Hussey / 2018	1		
111	cpy	Strategic management for tourism, hospitality and events / Evans / latest edition 3rd pb'2019	1		
112	cpy	Strategic management in the International hospitality and tourism industry / Okumus / 2012	1		
113	cpy	Sustainability in hospitality : how innovative hotels are transforming the industry / Gardetti / 2016	1		
114	cpy	Sustainability in the hospitality industry : principles of sustainable operations / Legrand / 2017	1		
115	cpy	Technology strategies for the hospitality industry / Nyheim / 3rd ed. / 2018	1		
116	cpy	The Branding of Tourist Destinations: Theoretical and Empirical Insights / Camilleri / 2018	1		
117	cpy	The intermediate accounting V2 series 2019 / Robles & Empleo / 2019	1		
118	cpy	The intermediate accounting V3 series 2019 / Robles & Empleo / 2017	1		
119	cpy	The intermediate accounting VI series 2019 / Robles & Empleo / 2019	1		
120	cpy	The Philippine financial reporting / Robles & Empleo / 2019	1		
121	cpy	Theory, Practice and Techniques in Bookkeeping, Accounting and Auditing / 3G eLearning / 2018	1		
122	cpy	Tourism crisis and disaster management / 3G E-Learning / 2019	1		
123	cpy	Tourism impacts & sustainability / Cruz / 2016	1		
124	cpy	Tourism supply chain management / Song / 2012	1		
125	cpy	Tourist planning & destination marketing / Camilleri / 2019	1		

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126	cpy	Understanding food: Principles & preparation / Brown / 2019 Requested by College of Information and Computing Faculty	1		
127	cpy	Identity and access management for Dummies/Beaver/2011 Requested by College of Education Faculty	1		
128	cpy	40 techniques every counselor should know/2nd ed./2015	1		
129	cpy	Assessing learners with special needs : an applied approach/Overton/2016	1		
130	cpy	Developmental guidance & counseling: a practical approach/Myrick/5th ed./2011	1		
131	cpy	Human resources development / McGuire/ 2nd Ed. / latest copyright	1		
132	cpy	Theory & practice of counseling and psychotherapy/Corey/10th ed./2016 Requested by College of Arts and Sciences Faculty	1		
133	cpy	A readers' guide to contemporary literary theory / Selden [et.al] / 2016	1		
134	cpy	Brock Biology of microorganisms / Madigan / latest ed.	1		
135	cpy	Cultural anthropology / Hiebert, Paul G. / 1990	1		
136	cpy	Geometry seeing, doing understanding / Jacobs / 2017	1		
137	cpy	Graph theory and its application / 3G eLearning /2017	1		
138	cpy	Human resources development / McGuire/ 2nd Ed. / latest copyright	1		
139	cpy	Jane Austen and the fiction of culture / Handler, Richard & Daniel Segal / 1990	1		
140	cpy	Mathematical statistics / Rasch / 2018	1		
141	cpy	Theory of computation / Kishore / 2019	1		
142	cpy	Theory, practice and techniques in differential equations / 3G eLearning / 2018	1		
143	cpy	Understanding population genetic / Sall / 2017	1		
144	cpy	Works and lives : the anthropologist as author / Greetz, Clifford / 1989	1		
145	cpy	Writing cultural: poetics & politics of Ethnography / Clifford, James & George Marcus / 1986	1		
NOTHING FOLLOWS					

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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 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.

