



PURCHASE REQUEST

UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Fund Cluster: Common Fund 164/101

Office/Section : HRMD		PR No.: <u>2020-11-2249A</u> Responsibility Center Code : _____			Date: <u>Nov. 21, 2020</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
1	Unit	Scanner Maximum document with Automatic Feeder, ADF scanner	1	35,000.00	35,000.00	
2	Unit	Shredding Machine, Heavy Duty	1	25,000.00	25,000.00	
3	Unit	All in One Colored Printer with ADF Scanner	1	20,000.00	20,000.00	
4	Unit	Photocopier	1	125,000.00	125,000.00	
Total Amount					205,000.00	

Purpose: ICT SUPPLIES/EQUIPMENT FOR OFFICE USE

Requested by: _____ Signature : _____ Printed Name : <u>EDELIZA S. GONZALES</u> Designation : <u>HRMD Director</u>	Approved by: _____ Signature : _____ Printed Name : <u>MA. LUISA B. FAUNILLAN</u> Designation : <u>VP for Administration</u>
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Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City

HRMD
Request for Quotation

PR# : 2020-11-2249A

Date: Nov. 21, 2020

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.

REYNILO D. GARCIA
BAC Chairman

24 Nov. 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
		ICT SUPPLIES/EQUIPMENT FOR OFFICE USE			
1	Unit	Scanner Maximum document with Automatic Feeder, ADF scanner	1		
2	Unit	Shredding Machine, Heavy Duty	1		
3	Unit	All in One Colored Printer with ADF Scanner	1		
4	Unit	Photocopier	1		
		xoxoxoxoxoxoxox			
		Total			

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

 Printed Name / Signature

Canvassed By:

 Tel. No. / Cellphone No.

 Authorized Canvasser

 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 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.

