



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

Company Name : _____
 Address: _____

P.R. No.: 2020-11-2241
 Date: 11/18/2020

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

REYNILO D. GARCIA
 BAC CHAIR

20 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) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	LOT	Grammar Checker Software	1		
		Fix inconsistencies in spelling, grammar and punctuation			
		Automatically rewrites hard-to-read sentences			
		Adjusts and writes appropriate language tones			
		Suggests vivid, natural and fluent word choices			
		Vocabulary enhancement suggestions			
		Spots erroneous use of commonly confused words			
		Advanced and real-time writing feedback			
		Provide detailed description of highlighted mistakes			
		Works with Microsoft Word and browsers			
		At least with basic anti-plagiarism detection			
		User can download detailed report			
		At least 750 user accounts			
		Provide usage report and statistics/Simultaneous usage/Remote-access enabled/After sales support and training included/Annual subscription			
2	LOT	Plagiarism Detection Software	1		
		Compares submitted documents to web documents and internal archives			
		Provides detailed report that indicates potential plagiarism and lists the matched sources			
		Report shows percentage and level of potential plagiarism; identifying exact matches, altered texts, and direct quotations			
		Reports can be printed and downloaded at least in PDF format			
		Generates reports with annotation directly embedded in the document			
		Side-by-side and simultaneous comparison of document and found matches			
		Able to inspect details of found matches			
		Data security - uploaded data is not shared with other parties and will not be made available in the internet			
		Uses encrypted document transfer for maximal security			
		Ability to submit and share reports to facilitate collaborative work between faculty and students			
		Able to whitelist some sources for flexible checking			
		With obfuscation detection			
		Optional email notification upon scan completion			
		Support an Application Programming Interface (API)			
		Can process multiple languages and can at least support the following files formats: .doc/docx,			
		No installation necessary - functions with every internet browser			
		Can process at least a total of eight (8) million words			
		Provide usage report and statistics/Simultaneous usage/Remote-access enabled/After sales support and training included/Annual subscription			
		NOTHING FOLLOWS			

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 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 on 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.

