



Republic of the Philippines
SURIGAO DEL SUR STATE UNIVERSITY
Rosario, Tandag, Surigao del Sur
Tel. no.: 086-214-2744
E-mail: sdssu_bac@yahoo.com

Bids and Awards Committee on Goods

REQUEST FOR QUOTATION (RFQ)

“Supply and Delivery of IT Equipment and Consumables of STF”

RFQ No: 084

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the *Special Trust Fund* intends to apply the sum of *One Hundred Thirty Three Thousand Five Hundred Pesos Only (P 133,500.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of IT Equipment and Consumables of STF ”** for which this Request for Quotation is issued.
2. The SDSSU, herein after referred to as “the Purchaser” now request you to submit price quotation for the supply and delivery of the following:

Item No.	Description	Qty.	Unit
	Supply and Delivery of IT Equipment and Consumables of STF		
1	Bundle APU A4-6300 & socket FM2 motherboard	5	Unit
2	DDR3 Memory 2GB	5	Unit
3	Flash Drive 32GB	2	Pcs
4	Gigabyte PCI Express Network Adapter	5	Unit
5	Genuine Refill Ink, T6641 (black)	10	Bot
6	Genuine Refill Ink, T6642 (cyan)	5	Bot
7	Genuine Refill Ink, T6643 (magenta)	5	Bot
8	Genuine Refill Ink, T6644 (yellow)	5	Unit
9	Mouse w/ wire (USB Type)	1	Pc
10	External Harddrive (ITB)	1	Unit
11	Printer, L120	4	Units
12	PSU 650 watts true rated power supply Unit	1	Unit
13	Scanjet pro 3000 s2 sheet feed (document scanner)	1	Unit
14	Solid State Hard Disk (SDD) 120 gb	1	Unit
15	Wireless Mouse	1	Pc
16	UPS 650 volts	2	Pcs

3. A set of technical specifications for the above items are provided in Attachment 1. All items listed under the purchasers specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection.

4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations-A (IRR-A) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the quotation for each item separately, and award will be made to the quotation or combination of quotations resulting in the overall lowest cost. Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation (s) meeting purchaser's technical specifications.
6. Quotations must be delivered at the BAC Office of Surigao del Sur State University, Main Campus, Rosario Tandag City, Surigao del Sur not later than 10:00 AM of **March 6, 2017**.
7. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
8. All quotations must be typewritten and must be placed in sealed envelope marked **"Supply and Delivery of IT Equipment and Consumables of STF (RFQ No. 084)."**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within thirty (30) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU), Main Campus, Tandag City, Surigao del Sur.
12. The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.
13. The SDSSU reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
14. The prospective bidder shall submit the following:
 - a. Quotation Form
 - b. Technical Specification
 - c. Certificate of PHIL-GEPS Registration

Sgd. FLORIIFE O. URBIZTONDO
BAC CHAIRMAN



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QUOTATION FORM

Date: _____
RFQ No. 084

The Chairman

The Bids and Award Committee on Goods
SDSSU-Main Campus

- 1) Having examined the subject Request for Quotation including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total)

Item No.	Description	Qty	Unit	Unit Price	Total
	Supply and Delivery of IT Equipment and Consumables of STF	5	Unit		
1	Bundle APU A4-6300 & socket FM2 motherboard	5	Unit		
2	DDR3 Memory 2GB	2	Pcs		
3	Flash Drive 32GB	5	Unit		
4	Gigabyte PCI Express Network Adapter	10	Bot		
5	Genuine Refill Ink, T6641 (black)	5	Bot		
6	Genuine Refill Ink, T6642 (cyan)	5	Bot		
7	Genuine Refill Ink, T6643 (magenta)	5	Unit		
8	Genuine Refill Ink, T6644 (yellow)	1	Pc		
9	Mouse w/ wire (USB Type)	1	Unit		
10	External Harddrive (ITB)	4	Units		
11	Printer, L120	1	Unit		
12	PSU 650 watts true rated power supply Unit	1	Unit		
13	Scanjet pro 3000 s2 sheet feed (document scanner)	1	Unit		
14	Solid State Hard Disk (SDD) 120 gb	1	Pc		
15	Wireless Mouse	2	Pcs		
16	UPS 650 volts	2	pcs		
	Total				

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *fifteen (15) days* delivery period.
- 3) We agree to abide by this Quotation/Bid for a period of *sixty (60) days* after the dated deadline of submission specified in your RFQ.

- 4) We understand that payment for items delivered will be made to the winning supplier within thirty (30) days after inspection and acceptance of goods delivered.

Company Name: _____

Address: _____

Signature over Printed Name: _____



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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Supply and Delivery of IT Equipment and Consumables of STF	
Bundle APU A4-6300 & socket FM2 motherboard	
DDR3 Memory 2GB	
Flash Drive 32GB	
Gigabyte PCI Express Network Adapter	
Genuine Refill Ink, T6641 (black)	
Genuine Refill Ink, T6642 (cyan)	
Genuine Refill Ink, T6643 (magenta)	
Genuine Refill Ink, T6644 (yellow)	
Mouse w/ wire (USB Type)	
External Hardrive (ITB)	
Printer, L120	
PSU 650 watts true rated power supply Unit	
Scanjet pro 3000 s2 sheet feed (document scanner)	
Solid State Hard Disk (SDD) 120 gb	
Wireless Mouse	
UPS 650 volts	