



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](mailto:sdssu_bac@yahoo.com)

Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**“Supply and Delivery of Photocopier Machine”**

RFQ No: 315

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the GAA intends to apply the sum of *Two Hundred Ten Thousand Pesos Only (P 210,00.00)* being the approved Budget for the Contract (ABC) to payments for the “**Supply and Delivery of Photocopier Machine**” 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 |
|----------|---|------|------|
|          | <b>Supply and Delivery of Photocopier Machine</b>   |      |      |
| 1        | Photocopier Machine<br>Specification:<br>Automatic back to back and document feeder<br>Paper size: A3, A4, legal, letter<br>With stand<br>Resolution: 600 dpi<br>50%-200% magnification<br>Memory: 256 MB<br>Network ready<br>20 page per minute of copy speed<br>Color scanning<br>Drum copy life: approximately 60,000 copies | 3    | sets |

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 **August 14, 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 Photocopier Machine (RFQ No. 315).”**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen (15) 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, DPA**  
*BAC CHAIRMAN*



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**QUOTATION FORM**

Date: \_\_\_\_\_

RFQ No. 315

**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)

| <b>Item No.</b> | <b>Description</b>  | <b>Qty</b> | <b>Unit</b> | <b>Unit Price</b> | <b>Total</b> |
|-----------------|---|------------|-------------|-------------------|--------------|
|                 | <b>Supply and Delivery of Photocopier Machine</b>   |            |             |                   |              |
| 1               | Photocopier Machine<br>Specification:<br>Automatic back to back and document feeder<br>Paper size: A3, A4, legal, letter<br>With stand<br>Resolution: 600 dpi<br>50%-200% magnification<br>Memory: 256 MB<br>Network ready<br>20 page per minute of copy speed<br>Color scanning<br>Drum copy life: approximately 60,000 copies | 3          | sets        |                   |              |
|                 | <b>Total</b>  |            |             |                   |              |

- 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 SPECIFICATION**

| Purchaser's Specifications  | Supplier's Specifications<br>(please state "Comply" or "Not Comply") |
|---|--|
| <b>Supply and Delivery of Photocopier Machine</b>   |  |
| Photocopier Machine<br>Specification:<br>Automatic back to back and document feeder<br>Paper size: A3, A4, legal, letter<br>With stand<br>Resolution: 600 dpi<br>50%-200% magnification<br>Memory: 256 MB<br>Network ready<br>20 page per minute of copy speed<br>Color scanning<br>Drum copy life: approximately 60,000 copies |  |