



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 Photocopier Machine of SDSSU Cagwait Campus”

RFQ No: 06

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the GAA intends to apply the sum *Three Hundred Eighty Thousand Pesos Only (P 340,000.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Photocopier Machine of SDSSU Cagwait Campus”** 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
1	Machine with Copier, Printer, Scanner and fax	1	unit
	<p>Copier Specifications: Copying process: Laser electrostatic image transfer Toner System: High definition polymerized Toner Copy/Print speed A4 mono (cpm): Up to 22ppm Up to 24ppm (from optional paper tray) Copy/Print speed A3 mono cpm: up to 8.0 cpm 1st copy/print time mono (sec): less than 6.5 sec Warm up time (sec): Approx: 15 sec Copy Resolution (dpi): 600 x 600 dpi Gradations: 256 gradations Multi copy: 1-999 Original Format: A5-A3 Magnification: 25-400% in 1% steps; autozooming Copy Functions: 2 in 1; 4 in 1; book copy, ID Copy, shift margin, erase, image rotations, program registration</p> <p>Printer Specifications: Print Resolution (dpi): GDL: 600 x 600 dpi Operating System: Compatibility Printer Foots: 53 PCL Latin Print Functions: N-up, watermark, secure print, image rotation, booklet function (optional) Scam speed colour cpm : Up to 46 cpm (300 dpi via optional ADF) Scam Speed memo cpm: Up to 46 opm (600 dpi via optional ADF) Scam Resolution (dpi): Max 600 x 600 dpi Scam Modes: Scan to Email (otional) Scan to SMB (optional) Scan to FTP (optional) Scan to USB Local to USB Local TWAIN scan Network TWAN Scan (optional)</p> <p>File Formats: PDF , JPEG, TIFF</p>		

<p>Scan Destinations:32 one touch destinations, 250 speed dial destinations, LDAP support Fax Transmission: Analogue i Fax Fax Resolution(dpi): Standard; Fine ; super- fine Max:408x392dpi Super-fine via optional ADF Fax Compression : MH;MR;MMR;JBIG Fax modem (kbps): Up to 33.6 kbps Fax Destination: 32 one touch destinations;250speed dial destinations Fax Functions: Pc-Fax polling, forward; phone book;redial</p>		
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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, Cagwait, Cagwait, Surigao del Sur not later than *10:00 AM of May 28, 2019*.
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 of SDSSU Cagwait Campus (RFQ No. 06).**"
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), Cagwait Campus, Cagwait , 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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SURIGAO DEL SUR STATE UNIVERSITY

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QUOTATION FORM

Date: _____

RFQ No. 06

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
1	Machine with Copier, Printer, Scanner and fax				
	<p>Copier Specifications: Copying process: Laser electrostatic image transfer Toner System: High definition polymerized Toner Copy/Print speed A4 mono (cpm): Up to 22ppm Up to 24ppm (from optional paper tray) Copy/Print speed A3 mono cpm: up to 8.0 cpm 1st copy/print time mono (sec): less than 6.5 sec Warm up time (sec): Approx: 15 sec Copy Resolution (dpi): 600 x 600 dpi Gradations: 256 gradations Multi copy: 1-999 Original Format: A5-A3 Magnification: 25-400% in 1% steps; autozooming Copy Functions: 2 in 1; 4 in 1; book copy, ID Copy, shift margin, erase, image rotations, program registration</p> <p>Printer Specifications: Print Resolution (dpi): GDL: 600 x 600 dpi Operating System: Compatibility Printer Foots: 53 PCL Latin Print Functions: N-up, watermark, secure print, image rotation, booklet function (optional) Scam speed colour cpm : Up to 46 cpm (300 dpi via optional ADF) Scam Speed memo cpm: Up to 46 opm (600 dpi via optional ADF) Scam Resolution (dpi): Max 600 x 600 dpi Scam Modes: Scan to Email (otional) Scan to SMB (optional) Scan to FTP (optional) Scan to USB</p>				

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	TOTAL				

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *fifteen* (15) calendar day's 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: _____

Date: _____



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SURIGA600 DEL SUR STATE UNIVERSITY

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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Machine with Copier, Printer, Scanner and fax	
<p>Copier Specifications: Copying process: Laser electrostatic image transfer Toner System: High definition polymerized Toner Copy/Print speed A4 mono (cpm): Up to 22ppm Up to 24ppm (from optional paper tray) Copy/Print speed A3 mono cpm: up to 8.0 cpm Ist copy/print time mono (sec): less than 6.5 sec Warm up time (sec): Approx: 15 sec Copy Resolution (dpi): 600 x 600 dpi Gradations: 256 gradations Multi copy: 1-999 Original Format: A5-A3 Magnification: 25-400% in 1% steps; autozooming Copy Functions: 2 in 1; 4 in 1; book copy, ID Copy, shift margin, erase, image rotations, program registration</p> <p>Printer Specifications: Print Resolution (dpi): GDL: 600 x 600 dpi Operating System: Compatibility Printer Foots: 53 PCL Latin Print Functions: N-up, watermark, secure print, image rotation, booklet function (optional) Scan speed colour cpm : Up to 46 cpm (300 dpi via optional ADF) Up to 20 opm (150 dpi via optional ADF) Scan Speed memo cpm: Up to 46 opm (300 dpi via optional ADF) Up to 20 opm (600 dpi via optional ADF) Scam Resolution (dpi): Max 600 x 600 dpi Scam Modes: Scan to Email (otional) Scan to SMB (optional) Scan to FTP (optional) Scan to USB Local TWAIN scan Network TWAN Scan (optional)</p> <p>File Formats: PDF , JPEG, TIFF Scan Destinations:32 one touch-destinations, 250 speed dial destinations, LDAP support Fax Transmission: Analogne i Fax Fax Resolution(dpi): Standard; Fine ; super- fine Max:408x392dpi Super-fine via optional ADF Fax Compression : MH;MR;MMR;JBIG Fax modem (kbps): Up to 33.6 kbps Fax Destination: 32 one touch destinations;250speed dial destinations</p>	

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