



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga  
Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) Contact No.: 0917-774-4185

Procuring Entity : **KALINGA STATE UNIVERSITY**  
Standard Form Title: **REQUEST FOR QUOTATION**  
Revised on :

RFQ No. : **RFQ\_Goods\_2018-11-54**  
Date : **November 7, 2018**  
Office/End-user : **BAO Auxiliary**

|                                  |   |  |
|----------------------------------|---|--|
| Company Name                     | : |  |
| Business Address                 | : |  |
| T.I.N.                           | : |  |
| Name of Project                  | : | <b>PURCHASE OF PRINTING EQUIPMENT AND ACCESSORIES FOR BAO AUXILIARY</b>  |
| Location of Project              | : | <b>KALINGA STATE UNIVERSITY – BULANA O CAMPUS, TABUK CITY, KALINGA</b>   |
| Approved Budget for the Contract | : | <b>Php 702,000.00</b>  |
| Period of Advertisement          | : | <b>NOVEMBER 9-12, 2018</b>   |
| Instructions to Bidders          | : | Please quote your government price, taxes included and FOB, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative <b>not later than 10 o'clock of November 12, 2018 (Monday)</b> in a sealed envelope to the Office of the Bids and Awards Committee (BAC) stated above <b>or thru e-mail at <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a></b> and shall be opened on the same day at 10:01 o'clock.  |
| Terms and Conditions             | : | <ol style="list-style-type: none"> <li>1. All entries must be typewritten or legibly written.</li> <li>2. Price validity shall be for a period of 30 calendar days.</li> <li>3. As a government agency, KSU shall deal only with legitimate suppliers which issue BIR registered official receipts.</li> <li>4. The filled-out RFQ must be submitted by prospective bidder together with the following Attachments (duly signed): <ul style="list-style-type: none"> <li>A. Financial Documents: <ol style="list-style-type: none"> <li>1. Bill of Quantities, and</li> <li>2. Summary and Detailed Estimates.</li> </ol> </li> <li>B. Eligibility/Legal Documents: <ol style="list-style-type: none"> <li>1. CY 2018 Mayor's/Business Permit, and</li> <li>2. PhilGEPS Registration Number.</li> </ol> </li> </ul> </li> <li>5. Evaluation of item/s and Award of Purchase Order shall be made to the lowest calculated and responsive quotation which complies with the minimum description as stated below and the terms and conditions hereto stated.</li> <li>6. The total price quoted is subject to withholding tax and payable check.</li> <li>7. Delivery period is within 15 working days upon receipt of the Purchase Order (PO). Item/s shall be delivered at the Supply and Property Office, Admin Building, KSU Main Campus which will be subject to inspection, and the processing of payment shall commence only after acceptance by the end-user. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.</li> <li>8. The KSU reserves the right to post qualify any supplier and/or to accept or reject any or all submitted quotations and to impose additional terms and conditions, as it may deem proper.</li> <li>9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or his/her duly authorized representative/s.</li> <li>10. The winning Supplier has the following responsibilities to perform: <ol style="list-style-type: none"> <li>1. To deliver the items as per the detailed specifications, and ready to use.</li> <li>2. To warrant that the goods, including packaging, conform to the specifications for the items and are fit for the purposes and are free from defects in workmanship and materials.</li> <li>3. To ensure that items to be delivered shall conform to the Green Procurement Programs of the government pursuant to EO No. 301 issued in 2004.</li> <li>4. Not charged KSU should any items delivered be found defective, and such condition is found to be attributable to the supplier.</li> </ol> </li> </ol> |

**AMADO P. IMPER, PhD**  
BAC Chairman



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| ITEM NO.                         | ITEM AND DESCRIPTION  | QTY | UNIT  | UNIT PRICE | TOTAL PRICE |
|----------------------------------|---|-----|-------|------------|-------------|
| 1                                | <b>ID CARD PRINTER</b><br>Brand Name: Magical Enduro 3E Duo Double Sided Card Printer, Model: Enduro Duo Double Sided<br>Specifications:<br>- Print Mode 300dpi color dye sublimation, monochrome thermal printing and rewritable technology<br>- Printer Interferences USB rev1.1 (USB 2.0 compatible), Ethernet<br>- Driver Compatible windows XP, Vista 7, 8, 9, 10 (32 and 64 bit) windows server 2003 R2 SP2, 2008, 2012, 2016.<br>- Card Capacity 100-card feeder, 30-card stacker<br>- Power Source External Power supply 100-240 50-600Hz Auto Ranging.<br>- Dimension 453mm L x 206mm W x 233mm H (17.8" L x 8.1"x W x 9.2"H) including hopper and stacker.<br>- Print speed 125card /hour for color and 7 Second card for monochrome. | 1   | unit  |            |             |
| 2                                | <b>COMPUTER PRINTER</b> , 3 in 1, Continuous Ink, preferably EPSON L3110  | 2   | units |            |             |
| 3                                | <b>HOT FOIL PRINTING STAMP</b><br>Brand Name: preferably Audley ADL 3050A, Model: Audley<br>Specifications:<br>- Dimension (690mm L x 650mm x W x 550mm H)<br>- Gross Power : 150watts<br>- Weight : 35 kg<br>- Printing Size: 57 x 250mm<br>- Printing Thickness: 30mm<br>- Print Software: Corel Draw, Photoshop, AI  | 1   | unit  |            |             |
| 4                                | <b>DISPLAY RACK</b> (Center Rack), Size: 60" H x 48" W x 38 1/2" D  | 10  | units |            |             |
| 5                                | <b>STORAGE CABINET</b> , Code: SCMLF, Size: 69" H x 39-3/8" W x 18"D  | 15  | units |            |             |
| <b>Grand-total Amount (Php):</b> |   |     |       |            |             |
| <b>Amount in words:</b>          |   |     |       |            |             |

Brand and Model : \_\_\_\_\_

Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

*After having carefully read and accepted your Terms and Conditions, I/We quote you on the item(s) at prices noted above.*

\_\_\_\_\_  
 Printed Name/Signature/Date

\_\_\_\_\_  
 Tel. No./Cellphone No./Email Address