



Republic of the Philippines
KALINGA STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <http://ksu.edu.ph> Email: ksuemail@ksu.edu.ph Contact No.: 0917-822-6145

Standard Form Number : **SF-GOOD-60**

REQUEST FOR QUOTATION

Date : **February 16, 2017**

RFQ No.: **2017-01-0071**

Company Name _____
 Address _____

Sir/Madam:

Please quote your government price, taxes included, FOB, Kalinga State University stating the earliest possible time for the delivery of the items(s) listed below, subject to the Conditions and Instructions on the next page, as per specification indicated and furnishing descriptive brochure, catalogues, and/or literature if available.

Name of Contract: **Purchase and Delivery of 5 Units Digital Copiers**

Location of Contract: **Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga**

Approved Budget for the Contract: **PhP 549,720.00**

ITEM NO.	ITEM AND DESCRIPTION	QUANTITY	UNIT
1	DIGITAL COPIER MODEL MP 2014AD WITH ACCESSORIES, preferably Gestetner Model, capable to copy, print, and scan both black and white and color; Specs: standard duplex, 600 dpi copier resolution with digital enhanced features, with enlarger and reducer, usb interface, etc.	2	Units
2	DIGITAL COPIER MODEL MP 2014D WITH ACCESSORIES, preferably Gestetner Model, capable to copy, print, and scan both black and white and color; Specs: 600 dpi copier resolution with digital enhanced features, 256mb copier memory with electronic sorting, laser beam scanning, with enlarger and reducer, usb interface, etc.	2	Units
3	DIGITAL COPIER MODEL MP C2011SP FULL COLOR COPIER/PRINTER, SCANNER WITH ACCESSORIES, preferably Gestetner Model, Specs: 1200 dpi copier resolution with digital enhanced features, automatic and manual image density, 1.5GB copier memory with electronic sorting, toner/OPC separate type engine, built-in color scanner with archiving, usb-type connectivity, with enlarger and reducer, etc.	1	Unit

Please submit the duly signed Price Quotation Form (*Annex "A"*) in a sealed envelope or thru e-mail at ksu_bac@yahoo.com not later than February 20, 2017 at 10:00 AM.


 AMADO P. IMPER, PhD
 BAC Chairman

CONDITIONS AND INSTRUCTIONS TO SUPPLIERS:

- If you do not have the exact item(s) as specified, feel free to offer equivalent of similar quality for possible substitutions.
- Please indicate the following information in your bid:
 - Business Name, Address, Contact Numbers;**
 - Supplier's offer (technical specifications/brand) per item;**
 - unit & total price;**
 - Name of bidder's authorized representative; and**
 - Signature & date.**
- Bids/quotations may be submitted thru email or directly to the BAC Secretariat Office **on or before** the deadline of submission of bids.
- Suppliers who have no PhilGEPS Platinum Membership are required to submit, during the submission of offers, the following documentary requirements:
 - Mayor's/Business Permit;**
 - PhilGEPS Registration Certificate;**
 - Audited Financial Statements;**
 - Tax Clearance; and**
 - Omnibus Sworn Statement**
- Bids of non-PhilGEPS registered suppliers shall **not** be evaluated. "Suppliers are **MANDATED** to register with PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.
- Bids should be valid for **45 days** counted from the deadline of submission.
- Contract Duration: **Thirty-one (31) calendar days upon the receipt of the Purchase Order.**
- The total price quoted above is subject to withholding tax and payable check.
- 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.
- Award of Contract/ Purchase Order shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in this RFQ.
- The KSU reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.
- Price Quotation Form is attached as **Annex "A"** .