



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for Various Offices in MinSCAT Main Campus

Date: _____
P.R. No. : 19-055
RFQ No. 2019-010
ABC Amount PhP 662,510.00

Company Name : _____
Address : _____

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than February 27, 2019 in the return envelope attached herewith.

JOELENE C. LEYNES
VPAF/BAC Chairperson

- Note:**
1. All entries must be typewritten.
 2. Delivery Period within ____ calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	ream	Sticky Flags (1")	10		
2	ream	Sticky Arrow Flags (0.5")	20		
3	ream	Sticky Note (3"x2")	10		
4	ream	Sticky Note (4"x3")	23		
5	pack	Sticky Notepad, 3x3	50		
6	pad	Sticky Tab, 76x19mm	30		
7	piece	Scotch Tape 2"	4		
8	roll	Scotch Tape 1"	81		
9	box	Jumbo Paper Clip (50mm)	88		
10	box	Small Paper Clip	62		
11	box	Binder Clip (2")	67		
12	box	Binder Clip (1")	40		
13	box	Binder Clip (1 1/2")	28		
14	box	Binder Clip (3/4)	27		
15	box	Binder Clip (3")	8		
16	piece	Mongol Pencil #2	96		
17	piece	Pilot Black Pen (0.5)	12		
18	bottle	Elmer's Glue (big)	28		
19	box	Staple wire (#35)	51		
20	piece	Correction Tape	85		
21	piece	CD-RW	20		
22	piece	Cutter	2		
23	piece	Stapler with Remover	13		
24	piece	Index Tabs	71		
25	piece	Long Clear Folder (green)	765		



Mindoro State College
of Agriculture and
Technology

Main Campus Bongabong Campus Calapan City Campus
Alcate, Victoria Labasan, Bongabong Masipit, Calapan City
e-mail address: mnsctmainop@gmail.com

Alcate, Victoria, Oriental Mindoro 5205

Mobile No. +639778467228

T/Fax No. (043) 2862368

26	piece	Short Clear Folder (green)	500		
27	piece	Clear Folder Long (red)	8		
28	piece	Long Ordinary Folder (white)	986		
29	piece	Short Ordinary Folder (white)	949		
30	ream	Long Bond Paper Sub.20	630		
31	ream	Short Bond Paper Sub.20	458		
32	ream	A4 Bond Paper	389		
33	pack	Sticker Paper, Long	17		
34	pack	Acetate	10		
35	pack	Photo Paper	3		
36	pack	Long White Specialty Board Papers	23		
37	pack	Short White Specialty Board Papers	20		
38	pack	Short White Glossy Specialty Papers	30		
39	pack	Long White Glossy Specialty Papers	30		
40	pack	Board Paper, Long, White	82		
41	pack	Board Paper, Short, White	2		
42	pack	Board Paper, Long, Cream	80		
43	piece	Magazine Rack (black)	23		
44	piece	Magazine Rack (green)	102		
45	bottle	Magazine Rack (red)	3		
46	piece	Magazine Rack (plastic)	23		
47	piece	Binding Element (3") black	18		
48	piece	Binding Element (2") black	38		
49	piece	Binding Element (1") black	38		
50	piece	Binding Element (4")	8		
51	piece	Long Brown Envelope	1034		
52	piece	Short Brown Envelope	774		
53	piece	Expandable Envelope, Green	183		
54	piece	Expandable Folder, Long	515		
55	piece	Expandable Folder, Short	425		
56	bottle	Refill Ink, Black, 500ml	2		
57	bottle	Refill Ink, Yellow, 500ml	2		
58	bottle	Refill Ink, Cyan, 500ml	2		
59	bottle	Refill Ink, Magenta, 500ml	2		
60	bottle	Refill Ink, Black, 1 liter	7		
61	bottle	Ink Refill, Yellow, 1 liter	5		
62	bottle	Ink Refill, Cyan, 1 liter	5		
63	bottle	Ink refill, Magenta, 1 liter	5		
64	bottle	Refill Ink, Cyan (100ml)	24		
65	bottle	Refill Ink, Magenta (100ml)	24		
66	bottle	Refill Ink, Yellow (100ml)	44		
67	bottle	Refill Ink, Black (100ml)	19		
68	piece	Ballpoint Pen Black	10		
69	piece	Gel-type Sign Pen, Black	2		
70	bottle	Air Freshener Lavender (250ml)	3		
71	box	Fastener (plastic)	76		
72	box	Fastener (metal)	1		
73	piece	Puncher, Heavy Duty	7		
74	piece	Art Knife Cutter (scalpel-like)	1		
75	tube	Art Knife Cutter Blade (scalpel-like)	1		
76	piece	Ballpen, Black	413		
77	piece	Ballpen, Red	26		
78	piece	Ballpen, Blue	128		
79	piece	Wyteboard Marker, Black	292		



General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State College of Agriculture and Technology, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFQ.
2. Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Tax Clearance
 - e. DTI Registration/SEC Certificate
 - f. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSCAT or any of MinSCAT campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.