

MINDORO STATE COLLEGE OF AGRICULTURE & TECHNOLOGY

VICTORIA, ORIENTAL MINDORO 5205 PHILIPPINES

E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: (+63) 977-8467228

# **REQUEST FOR QUOTATION**

# Supply and Delivery of Printing Supplies in MinSCAT Bongabong Campus

Date:	
P.R. No. :	2020 - 034
RFQ No.	2020 - 025
ABC Amount	PhP 88,822.00

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 <u>May 18, 2020</u> in the address stated in the last page.

#### NEMESIO H. DAVALOS, Ph.D.

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

ltem No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	piece	Developer for MP2001	1		
2	piece	Cover front NA	1		
3	piece	Door front NA	1		
4	piece	Develop type 28 Black	1		
5	piece	Drum 1312/ MP 1500/ MP 1500/ MP 2001	1		
6	piece	Cleaning blade assy	1		
7	piece	Idle gear	1		
8	piece	Development roller gear	1		
9	piece	Development Unit Cyan	1		
10	piece	Development Unit Magenta	1		
11	piece	Development Unit Black	1		
12	tube	Toner-MPC2004 black	2		
13	tube	Toner-MPC2004 yellow	1		
14	roll	Master	2		
15	tube	CP6123 toner	3		
		Χνχνχνχνχνχνχνχνχνχνχνχνχνχνχνχνχνχνχνχ			
			TOTAL		

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number



VICTORIA, ORIENTAL MINDORO 5205 PHILIPPINES

# **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-Main Campus, 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. Omnibus Sworn Statement
    - e. Latest Income/Business Tax Return
    - f. DTI Registration/SEC Certificate
  - g. 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 of 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.