



REQUEST FOR QUOTATION

Supply and Delivery of Production Equipment, Raw Materials and Supplies for Herbal Soap Production in MinSCAT Calapan Campus

Date: _____
P.R. No. : 2020-44
RFQ No. 2020-050
ABC Amount PhP 572,905.00
Lot 1 PhP 290,480.00
Lot 1 PhP 245,300.00
Lot 1 PhP 37,125.00

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 **August 10, 2020** 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-EPIS 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
Lot 1 Production Equipment					
1	unit	Mini handheld electric whisk mixer	15		
2	unit	Digital weighing scale (capacity: 5kg)	5		
3	unit	Digital pH meter (8.7"x2.0")	5		
4	unit	Digital long-stem thermometer (8" stem length)	5		
5	unit	Multifunction Moisture Analyzer	1		
6	unit	Viscosity Meter	1		
7	piece	Silicone Molder (big)	15		
8	piece	Silicone Molder (small)	15		
9	set	Measuring cups	5		
10	set	Measuring spoons	5		
11	piece	Silicone spoon	10		
12	piece	Kitchen Knife	5		
13	piece	Long Handle rubber spatula	5		
14	piece	Laboratory safety glasses	10		
15	set	4-piece Glass Measuring Cup Set	5		
16	set	Beaker	5		
17	piece	Stainless fine mesh strainer (small)	2		
18	piece	Stainless fine mesh strainer (big)	2		



19	piece	Chopping board	2		
20	piece	Fine Grater	3		
				Sub-total (Lot 1)	
Lot 2 Raw Materials					
1	bottle	Essential oil - Lemon Oil	20		
2	bottle	Citronella Oil	20		
3	bottle	Oregano Oil	20		
4	bottle	Patchouli Oil	20		
5	bottle	Chamomile Oil	20		
6	container	Base Oil	50		
7	bottle	Hardening Agent	30		
8	bottle	Antibac	30		
9	bottle	Bubble Enhancer	30		
10	bottle	Moisturizer	30		
11	kg	Sodium Benzoate (Preservative)	10		
12	kg	Oil soluble Colorant - Yellow	10		
13	kg	Oil soluble Colorant - Blue	10		
14	kg	Oil soluble Colorant - Red	10		
15	kg	Caustic Soda	40		
16	liter	Distilled Water	100		
17	bottle	Glycerine	20		
				Sub-total (Lot 2)	
Lot 3 Supplies					
1	piece	Long handle Scrub Cleaning Brush	5		
2	yard	Cheese cloth	30		
3	piece	Thick Rubber Gloves	10		
4	bottle	Dishwashing Liquid	10		
5	roll	Wax Paper	40		
6	piece	Cutter	10		
7	piece	Scissor	10		
8	pack	Sticker Paper (Glossy A4)	50		
9	piece	Transparent packaging tape	20		
10	bottle	Ink, Cyan (Epson 664)	10		
11	bottle	Ink, Magenta (Epson 664)	10		
12	bottle	Ink, Yellow (Epson 664)	10		
13	bottle	Ink, Black (Epson 664)	10		
14	ream	Plastic Wrapper/Cellophane Sheet	5		
15	roll	Plastic Labo	5		
16	piece	Scotch Tape (1/2")	25		
17	piece	Scotch Tape (1")	25		
18	piece	Tape Dispenser (small)	3		
19	box	Surgical mask	15		
20	box	Hairnet	2		
21	piece	Apron	10		
				Sub-total (Lot 3)	
				TOTAL	

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



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

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

Date



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 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.