



# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

E-mail: mnsctmainop@gmail.com

Website: www.minscat.edu.ph

Phone: +63 977 846 72 28

## REQUEST FOR QUOTATION

### Supply and Delivery of Office Supplies in the Laboratory High School Department at MinSU Main Campus

Date: \_\_\_\_\_  
PR No. PR21-0279  
RFQ No. 2022-005  
ABC Amount: PhP 287,340.00

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, starting , the shortest time of delivery and submit your quotation duly signed by your representative not later than **February 8, 2022** 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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
<b>Lot 1</b>					
1	tubes	Print cartridge black	10		
2	tubes	Print cartridge yellow	4		
3	tubes	Print cartridge magenta	4		
4	tubes	Print cartridge blue	4		
<b>Lot 2- Office Supplies</b>					
5	reams	Bond paper long	290		
6	reams	Bond paper short	127		
7	pieces	Brown envelop long	150		
8	pieces	Folder long	150		
9	boxes	ballpen	3		
10	boxes	Staple wire	5		
11	pieces	Staple remover	6		
12	pieces	Whiteboard marker	10		
13	pieces	Whiteboard marker ink	3		
14	pieces	Correction Tape	5		
15	box	Pencil	1		
16	boxes	Paper Fastener	5		
17	boxes	Paper Clip big	3		
18	boxes	Paper Clip small	4		
XX					
<b>TOTAL</b>					

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



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\_\_\_\_\_  
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 University -Main Campus, Alcate, Victoria, Oriental Mindoro**, Philippines on the date and time stated in this RFP.
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 / BIR Certificate of Registration
  - g. Tax Clearance
  - h. 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 MinSU or any of MinSU 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



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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.