



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for use in Office of the Director for Production in MinSU

Date: _____
JOR No. PR21-0250
RFQ No. 2022 -007-A
ABC Amount: PHP 219,000.00

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 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-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- Office Supplies					
1	reams	Bond Paper (long)	186		
2	reams	Bond Paper (short)	179		
3	reams	Bond Paper (A4)	150		
4	set	Ink (set)	20		
5	pieces	Expanded Envelope	150		
6	pieces	Expanded Folder	150		
7	boxes	Sign pen	4		
8	pieces	Magazine Rack	75		
9	pieces	Whiteboard Marker	15		
10	boxes	Ballpen	3		
11	pieces	Whiteboard (36x48)	3		
12	box	Permanent Marker	1		
13	pieces	Permanent Marker Ink	3		
14	pieces	Whiteboard Marker Ink	3		
15	pieces	Correction Tape	3		
16	pieces	Staple Wire #35	12		
17	box	Pencil	1		
Lot 2					
1	piece	Toner (photocopier)	1		
2	set	Ink CMYK	5		



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

E-mail: mnsctmainop@gmail.com

Website: www.minscat.edu.ph

Phone: +63 977 846 72 28

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.