



## REQUEST FOR QUOTATION

### Supply and Delivery of Supplies, Materials, Food and Beverage for the Celebration of MinSU Anniversary

Date: \_\_\_\_\_  
PR No. PR22-0047  
RFQ No. 2022 -013  
ABC Amount: PhP 252,900.00

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 **March 11, 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
		<b>Lot 1- Flowers</b>			
1	set	Flowers- for blessing of buildings	10		
2	set	Flower arrangement for stage decoration	1		
		<b>Sub-Total Lot 1</b>			
		<b>Lot 2- Decoration</b>			
1	pieces	Lei for visitors	20		
2	rolls	Ribbon	20		
3	pieces	Candles	30		
4	pieces	Tarpaulin frame (good lumber) 10"x8"	4		
5	set	Lights and smoke machine	1		
		<b>Sub-Total Lot 2</b>			
		<b>Lot 3- Awards and Certificates</b>			
1	pieces	Tarpaulin for back drop 8"x6"	2		
2	pieces	Tarpaulin for biking 5"x6"	4		
3	pieces	Tarpaulin for stage Décor 10"x8"	4		
4	pieces	MinSU Banner (per campus)	3		
5	pieces	Gold Medal	10		
6	pieces	Silver Medal	10		
7	pieces	Bronze Medal	15		
8	pieces	Glass Plaque 9.5"	10		
9	pieces	Glass Plaque 8.5"	2		



# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

E-mail: mnsctmainop@gmail.com

Website: www.minscat.edu.ph

Phone: +63 977 846 72 28

10	pieces	Glass Plaque 7.25"	13		
11	packs	Vellum Board for Certificate (A4 8.27"x11.69")	10		
12	pieces	Wood Document Frame for Certificates (A4 8.27"x11.69")	15		
<b>Sub-Total Lot 3</b>					
<b>Lot 4- Food and Beverage</b>					
1	packs	Food During Awarding (300 person at 250/pax)	300		
2	packs	AM and PM Snack (600 person at 75/pax)	600		
3	packs	AM Snacks for Biking Activity (50 person at 75/pax)	50		
4	packs	Lunch for Biking Activity (50 participants at 250/pax)	50		
<b>Sub-Total Lot 4</b>					
XX					
			<b>TOTAL</b>		

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

\_\_\_\_\_  
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
  - g. BIR Certificate of Registration / 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.



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## 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

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.