



# 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 Janitorial Supplies for Three (3) Campuses of MinSU

Date: \_\_\_\_\_

PR No. PR22-051

RFQ No. 2022 -022

ABC Amount: PhP 645,810.90

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 23, 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
1	gallons	70% Alcohol solutions 4 liters	50		
2	bottles	70% Alcohol Spray type 500ml	30		
3	pieces	Air Freshener Spray Type	45		
4	pieces	Albatross with handle	150		
5	pieces	Bath Soap (Large)	80		
6	packs	Bathroom Tissue 12 rolls	12		
7	gallons	Bleach 1000ml	75		
8	pieces	Bleach Plux 900ml	75		
9	pieces	Soft Broom	85		
10	pieces	Broom Stick	20		
11	pieces	Brush Bowl	20		
12	pieces	Container for Water Dispenser 18ltr.	2		
13	pieces	Dipper-white	55		
14	bottles	Dishwashing Liquid 500ml	26		
15	pieces	Disinfectant Multi-action cleaner 900ml	100		
16	pieces	Disinfectant Spray	50		
17	bottles	Disinfectant Spray 340ml	50		
18	boxes	Disposable Face mask (indoplas)	15		
19	pieces	Doormat cloth	37		
20	pieces	Doormath (thick)	25		
21	pieces	Dustpan	25		
22	pieces	Floor Wax (big canned) red	20		
23	pieces	Garbage Bin 30 liter	60		
24	bottles	Glass Cleaner 32oz.	7		
25	pieces	Glass Wiper	4		
26	pieces	Gloves cloth medium	15		



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27	pieces	Hand Brush	5		
28	bottles	Hand Soap 1000ml	15		
29	pieces	Hand Soap Liquid 750ml	124		
30	pieces	Janitorial Push Cart	2		
31	pieces	Kitchen Paper Towel	80		
32	pieces	Kitchen Paper Towel Handle	4		
33	pieces	Mop with Head	10		
34	pairs	Multi-insect killer	25		
35	bottles	Multi-purpose Cleaner 500ml	15		
36	kilos	Multiple round cotton rug	20		
37	gallons	Muriatic Acid	15		
38	pieces	Pail 24 liters	25		
39	pails	Paste Wax	10		
40	pieces	Plastic Bucket with pail (heavy duty) 25L	15		
41	pieces	Plastic tubs 250 liters	10		
42	packs	Powder detergent 2200 grams	55		
43	pieces	Powdered soap 880g	100		
44	pieces	Rubberized Trash Bin 150L, Red, Yellow, Blue and Green	10		
45	pieces	Scotch Brite with foam	10		
46	pieces	Scotch Brite without foam	10		
47	pieces	Scrub map (soft)	10		
48	packs	Tissue paper 12s	50		
49	packs	Tissue paper x 6 rolls (2 apply)	15		
50	liters	Toilet bowl cleaner	60		
51	pieces	Toilet cleaner 1000ml	75		
52	pieces	Toilet Deodorizer (scented gel)	5		
53	pieces	Tornado Map (heavy duty)	22		
54	pieces	Trash Bin	25		
55	pieces	Utility Pail	10		
56	boxes	Toilet Bowl Cleaner Strips	50		
57	bundle	Garbage Bag Medium	5		
58	bundle	Garbage Bag Large	5		
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
			<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



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## 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. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. 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

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.