



REQUEST FOR QUOTATION

Supply and Delivery of Photocopier Ink and Office Supplies for Various Offices of Three (3) Campuses of MinSU

Date: _____
PR No. PR21-0338
PR21-0308
PR21-036
PR21-0260
PR21-0332
RFQ No. 2022 -025
ABC Amount: PHP 94,817.50

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 25, 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
		Lot 1- Photocopier Ink			
1	cat	Print Cartridge Yellow C2503	1		
2	cat	Print Cartridge Cyan C2503	1		
3	cat	Print Cartridge Magenta C2503	1		
		Lot 2- Office Supplies			
1	reams	Bond Paper Size A4 70gsm	56		
2	reams	Bond Paper Legal Size 70gsm	74		
3	reams	Bond Paper Letter Size 70gsm	42		
4	liters	Ink refill, Black (Epson)	2		
5	boxes	Staple Wire No. 35	13		
6	pieces	Sticky Notes 3" x 3" (yellow)	11		
7	pieces	Sticky Flag	50		
8	bottles	HP GT51 Original Ink Bottle (Black)	3		
9	boxes	Binder Clip 1/2" 12 pcs per box	12		
10	boxes	Binder Clip 1" 12 pcs per box	6		
11	boxes	Binder Clip 1 1/2" 12 pcs per box	5		
12	boxes	Ballpen (black) 12's/box	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

13	packs	Battery AA 4pcs/pack (heavy duty)	2		
14	packs	Battery AAA 2pcs/pack (heavy duty)	2		
15	packs	Push Pin	2		
16	pieces	Cutter (heavy duty)	3		
17	boxes	Thumb Tacks	2		
18	piece	Scissors (heavy duty)	1		
19	packs	Vellum Paper (long, white)	5		
20	packs	Vellum Paper (short, white)	5		
21	packs	Sticker Paper (short, glossy)	2		
22	piece	Ballpen	1		
23	pieces	Envelope	15		
24	set	Epson Ink (Four Color)	4		
25	pieces	Clear Folder	20		
26	pieces	Scotch Tape	5		
27	pieces	Correction Tape	6		
28	ream	Vellum Board long	1		
29	box	Ballpen black (sign pen)	1		
30	box	Paper clip (small)	15		
31	packs	Glossy Paper (A4)	5		
32	packs	Glossy paper (short)	4		
33	packs	Glossy paper (long)	3		
34	boxes	White board marker	3		
35	unit	White board 17 x23	1		
36	bottles	Brother ink-set 100ml	2		
37	pieces	Illustration Board	6		
38	bottles	Ink refill, Black (Epson)	5		
39	bottle	Ink refill, Yellow (Epson)	1		
40	bottle	Ink refill, Magenta (Epson)	1		
41	bottle	Ink refill, Cyan (Epson)	1		
42	piece	Record Book	1		
XX					
			TOTAL		

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.