



REQUEST FOR QUOTATION

Mindoro State University (MinSU) Main Campus through Bids and Awards Committee will undertake **Small Value Procurement** pursuant to the provisions of R.A. 12009, to wit;

Name of Project	REPAIR AND IMPROVEMENT OF LIBRARY BUILDING AT MINSU BONGABONG CAMPUS (INCLUDING WIRING CONNECTION FOR AIRCONDITIONING UNITS)
Solicitation	RFQ 2026-0051
Place of Delivery	BONGABONG CAMPUS
Brief Description	Repair and Improvement of Library Building, Carpentry Works, Painting Works, Electrical Works and Doors and Windows
Quantity	One (1) LOT
Approved Budget for the Contract (ABC)	Php 850,000.00
Date of Delivery	52 days upon conformed of Notice to Proceed

Please quote your **lowest price** on the attached bid form and submit personally/through email your **SEALED QUOTATION not later than on May 21, 2026, 9:00AM** at the **Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro.**

Received by:

Name and Signature: _____

Company: _____

Date: _____

ROVELYN P. ROXAS
BAC Chairperson

Terms and Conditions:

1. All entries must be **LEGIBLE**.
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. PhilGEPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (Required; if applicable).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery





BID FORM

Item/s and Specification/s (minimum)	Unit	Qty.	Brand / Specification	Unit Price (VAT inclusive)	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
101 – Carpentry Works (Dry Wall)	sq.m.	208.78				()	()
102 – Painting Works	sq.m.	467.95				()	()
103 – Electrical Works	lot	1				()	()
104 – Doors and Windows	lot	1				()	()
<i>**nothing follows**</i>							
TOTAL							

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:

- () Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in
- () Notarized Omnibus Sworn Statement (*if above 200k as lot basis*)
- () PhilGEPS Platinum Certificate of Registration (**only if Platinum Certificate**) (Valid, updated and Active and no expired document listed on the last page) with CTC
- () Brochure (if Goods and Equipment) (Updated & Original or CTC)
- () PCAB License(if infrastructure)(Updated & Original or CTC)
- () BIR certificate of Registration (BIR 2303)(Updated & Original or CTC)
- Please submit if the PhilGEPS Registration is RED**
- () PhilGEPS proof of Red Registration (Updated & Original or CTC)
- () DTI/SEC/CDA Registration (Updated & Original or CTC)
- () Business/ Mayor's Permit (Updated & Original or CTC)
- () Tax Clearance/ Tax Compliance Verification Cert (Updated & Original or CTC)
- () Latest Income / Business Tax Return (Updated & Original or CTC)
- () Audited Financial Statement (Updated & Original or CTC)





Note: Please ensure that all non-original documents, including those submitted via email or in person, are duly certified as true copies (CTC) and bear the name and signature of the authorized representative. Failure to comply with this requirement may result in disqualification.

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

The supplier and its premises **may be subjected to ocular inspection or verification** by the End-User and/or the BAC Technical Working Group (TWG), **if deemed necessary to confirm compliance with technical specifications prior to award.**

Award

The contract shall be awarded to the supplier who:

1. Submitted the **Lowest Calculated and Responsive Bid (LCRB)**; and
2. Successfully **passed verification of compliance with eligibility, technical requirements, and, if applicable, ocular inspection or post-qualification** performed by the TWG.

Award is **subject to the approval of the Head of the Procuring Entity** and is **conditional upon compliance with all requirements** under RA 12009, the GPPB guidelines, and the RFQ. If the supplier with the LCRB **fails verification or inspection**, the BAC may consider the **next lowest responsive bid**.

Evaluation of Quotations

Quotations shall be compared and evaluated based on:

1. Completeness of Submission of all required documents
2. Compliance with Item & Description Requirements
3. Reasonableness and competitiveness of the quoted price, evaluated based on the **LCRB/HRRB/MEARB/MARB** in relation to the Approved Budget for the Contract (ABC).

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 and 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, and 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. The supplier is responsible for **all duties, excise, taxes, and other government charges**.
4. All transactions are subject to withholding of creditable government taxes in accordance with the revenue regulation(s) of the Bureau of Internal Revenue

Document transmission service





MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro 5205 Philippines

✉ universitypresident@minsu.edu.ph

🌐 www.minsu.edu.ph

☎ +63 977 846 72 28



The supplier shall shoulder the courier expenses for the delivery of documents such as the **Notice of Award (NOA), Purchase Order (PO), Contract Agreement (CA), Notice to Proceed (NTP)** and other related documents pertaining to the supplier.

Liquidation Damages

A penalty of one-tenth of one percent (0.001) **of the total contract price per calendar day** shall be imposed for any delay in the delivery of goods, services, or equipment. The total liquidated damages **shall not exceed 10% of the total contract price**. Exceeding this threshold **shall constitute a ground for termination of the contract by the BAC**.

Warranty

The supplier warrants that all goods, services, or equipment **conform to acceptable industry standards** and the specifications stated in the RFQ and contract. Any defect or non-conformance discovered during the warranty period shall be remedied by the supplier at no additional cost.

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, delivered or installed in accordance with the terms of this Contract and have been duly inspected and accepted by the _____.

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

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____. Tel No.: _____ Cellphone No. _____

Date: _____

LBP Account No. of Establishment: _____

Name of Payee: _____

Tax Identification Number: _____

Copy of PhilGEPS Registration No.: _____

BIR Registration: VAT Non-VAT

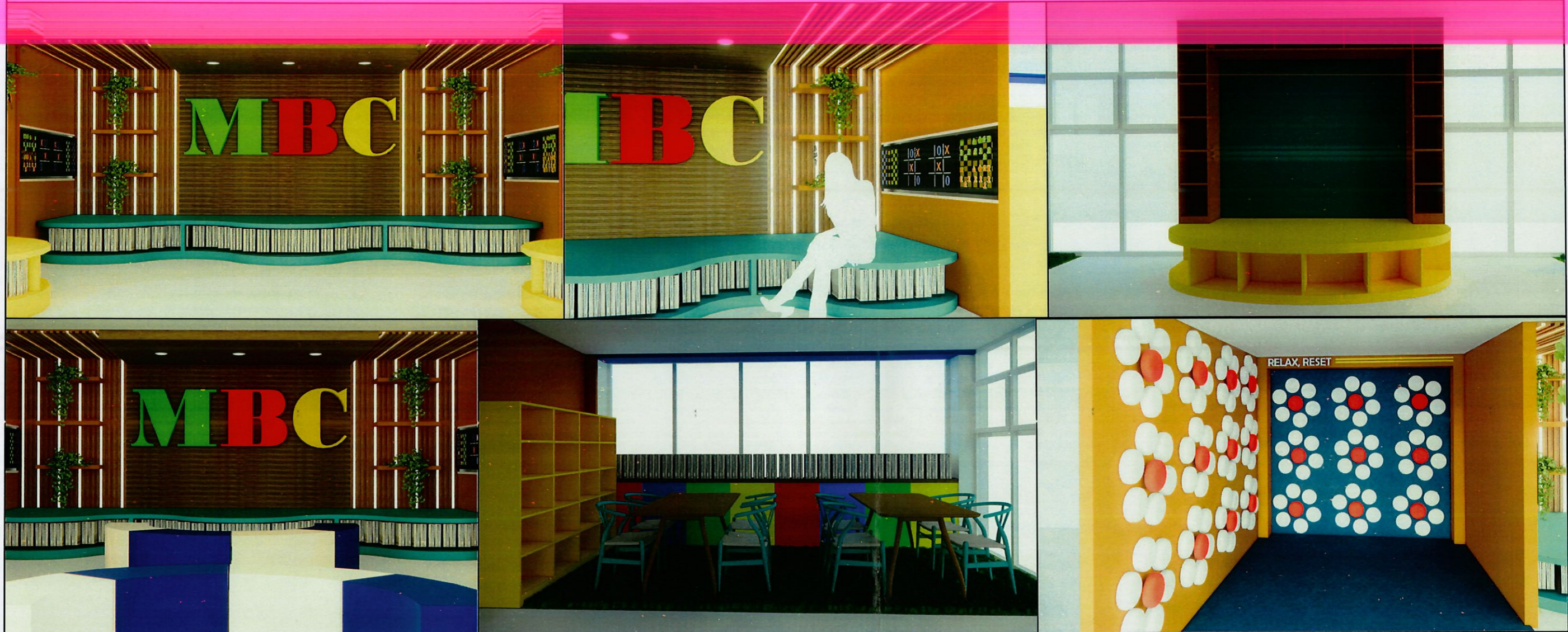
Canvassed by:

GRACIELLE ANN MARIE M. LANDICHO


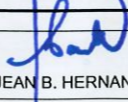
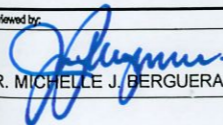
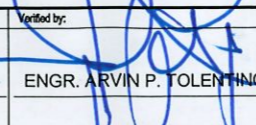
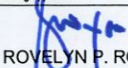
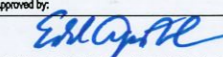
Canvasser

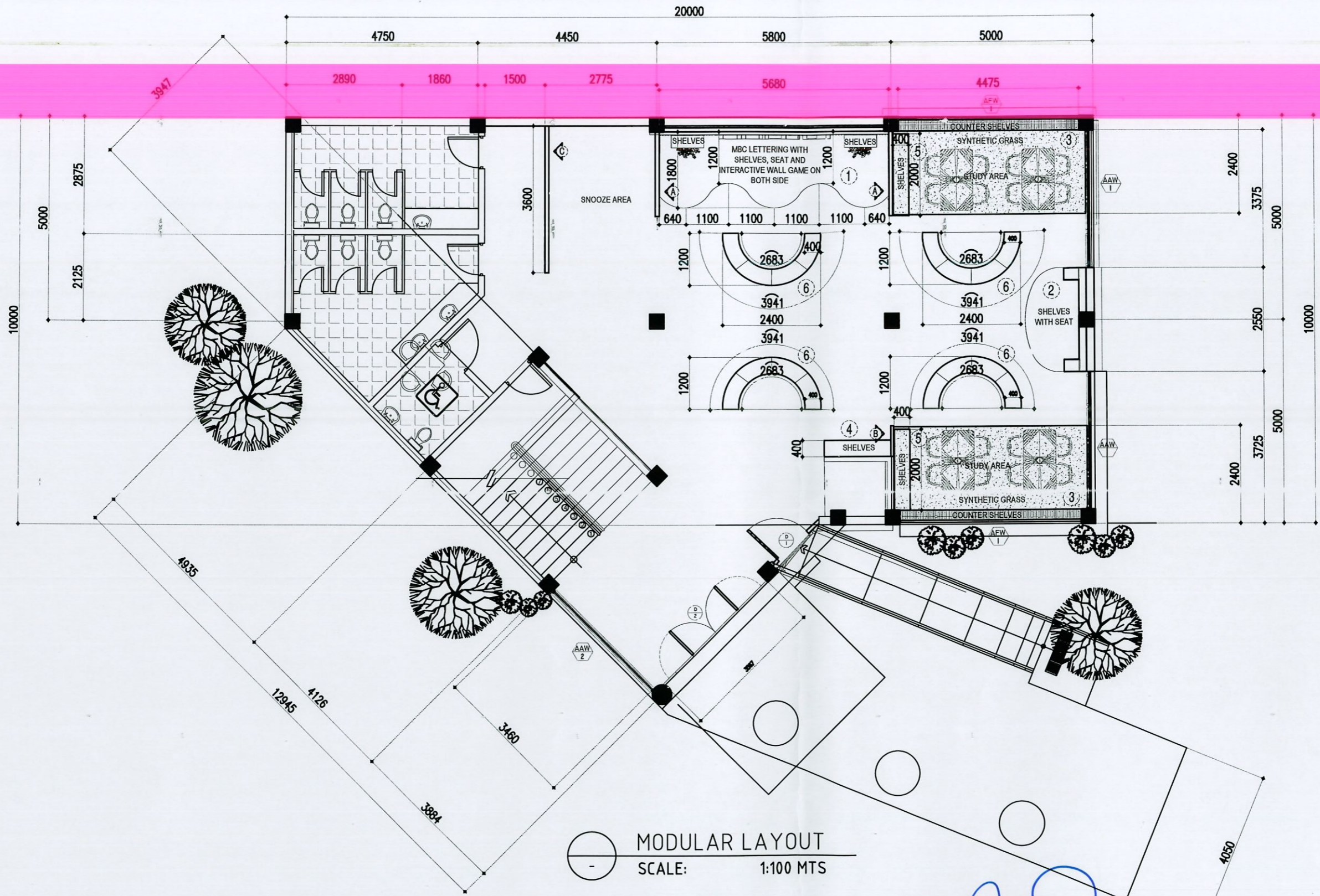
Contact Number: 0945-664-3003
Email Address: bac.office@minsu.edu.ph






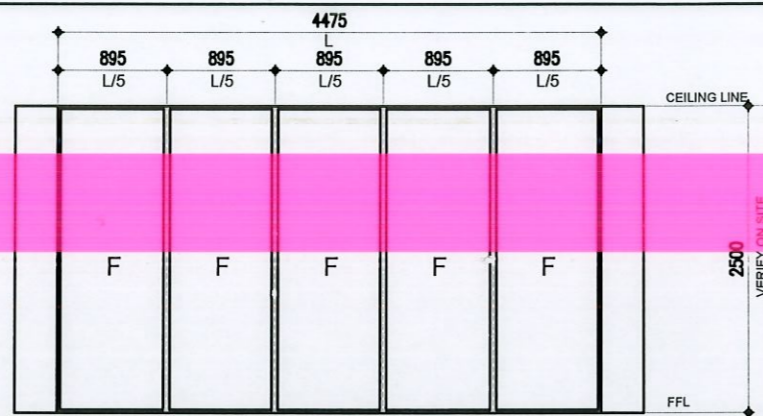
PERSPECTIVES

	Project Owner: MINDORO STATE UNIVERSITY	R.A. 9266, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the consent of the architect, or author of said documents for use in the repetition of and for other project or buildings, whether executed partly or in whole.	Project title: REPAIR AND IMPROVEMENT OF LIBRARY BUILDING AT MINSU BONGABONG CAMPUS (INCLUDING WIRING CONNECTION FOR AIRCONDITIONING UNIT)	Prepared by:  AR. RICA JEAN B. HERNANDEZ, RMP	Checked and Reviewed by:  ENGR. MICHELLE J. BERGUERA	Verified by:  ENGR. ARVIN P. TOLENTINO	Recommending Approval:  ROVELYN P. ROXAS	Approved by:  ENYA MARIE O. APOSTOL, Ph.D.	Sheet no.: A1
	Location: BONGABONG CAMPUS	Location: BONGABONG, ORIENTAL MINDORU	PROJECT DEVELOPMENT OFFICER I	ADMINISTRATIVE OFFICER IV	DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES	OIC - VP FOR ADMIN, FINANCE AND OPERATIONS	UNIVERSITY PRESIDENT		



MODULAR LAYOUT
SCALE: 1:100 MTS

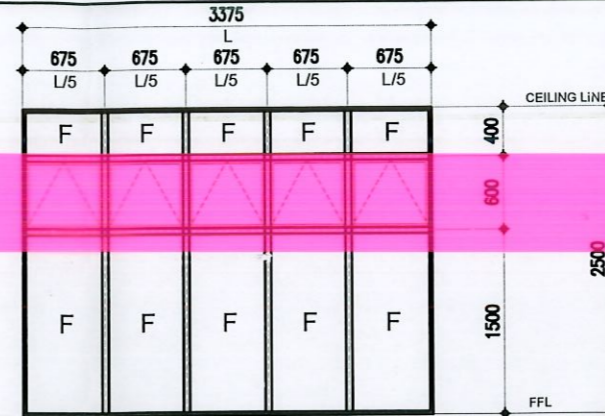
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	Location: BONGABONG CAMPUS	Location: BONGABONG, ORIENTAL MINDORO	PROJECT DEVELOPMENT OFFICER I	ADMINISTRATIVE OFFICER IV	DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES	OIC - VP FOR ADMIN, FINANCE AND OPERATIONS	UNIVERSITY PRESIDENT		



ALUMINUM FIXED GLASS WINDOW
 (AFW) 1 (2) SETS REQUIRED

LOCATION :
 GROUND FLR.

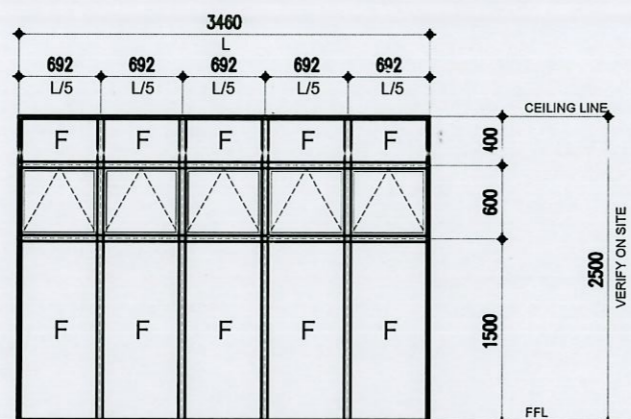
REMARKS :
 ALUMINUM FRAMED FIXED WINDOW WITH 10 mm THK. CLEAR GLASS; POWDER COATED FINISH (COLOR VERIFY ARCHITECT)



ALUMINUM AWNING GLASS WINDOW
 (AAW) 1 (2) SETS REQUIRED

LOCATION :
 GROUND FLR.

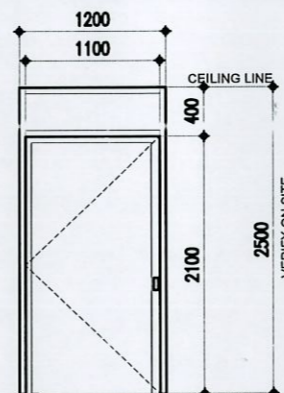
REMARKS :
 ALUMINUM FRAMED AWNING WINDOW WITH 6mm THK. CLEAR GLASS AND FIXED GLASS WINDOW; POWDER COATED FINISH (COLOR VERIFY ARCHITECT); PROVIDE WINDOW LOCKSET



ALUMINUM AWNING GLASS WINDOW
 (AAW) 2 (1) SET REQUIRED

LOCATION :
 GROUND FLR.

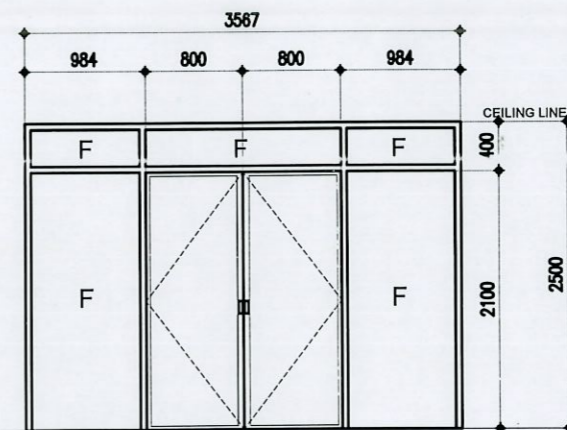
REMARKS :
 ALUMINUM FRAMED AWNING WINDOW WITH 6mm THK. CLEAR GLASS AND FIXED GLASS WINDOW; POWDER COATED FINISH (COLOR VERIFY ARCHITECT); PROVIDE WINDOW LOCKSET



GLASS DOOR
 (D) 1 (1) SET REQUIRED

LOCATION :
 GROUND FLR.

REMARKS :
 ALUMINUM FRAMED GLASS DOOR WITH 6mm THK. CLEAR GLASS; POWDER COATED FINISH (COLOR VERIFY ARCHITECT); PROVIDE DOOR HINGES AND DOOR LOCKSET




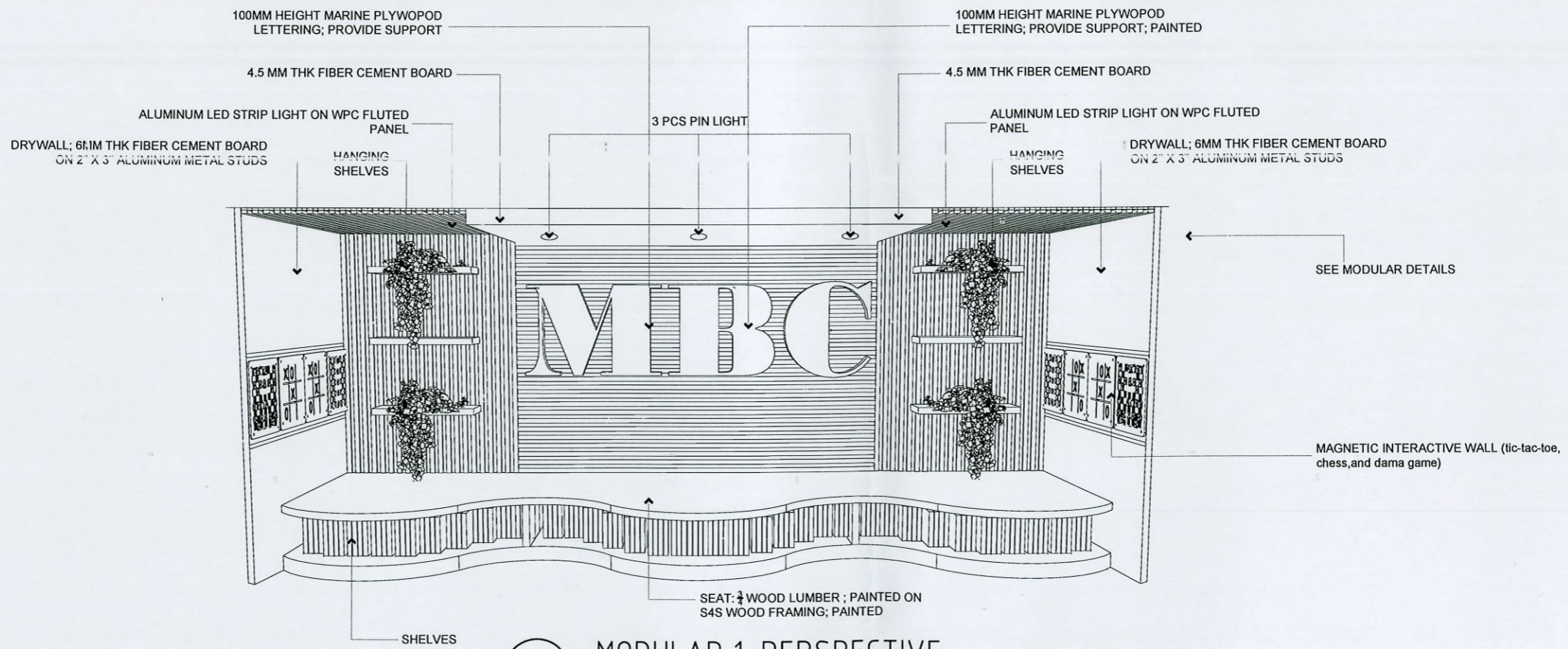
GLASS DOOR
 (D) 2 (1) SET REQUIRED

LOCATION :
 GROUND FLR.

REMARKS :
 ALUMINUM FRAMED GLASS DOOR WITH 6mm THK. CLEAR GLASS; POWDER COATED FINISH (COLOR VERIFY ARCHITECT); PROVIDE DOOR HINGES AND DOOR LOCKSET

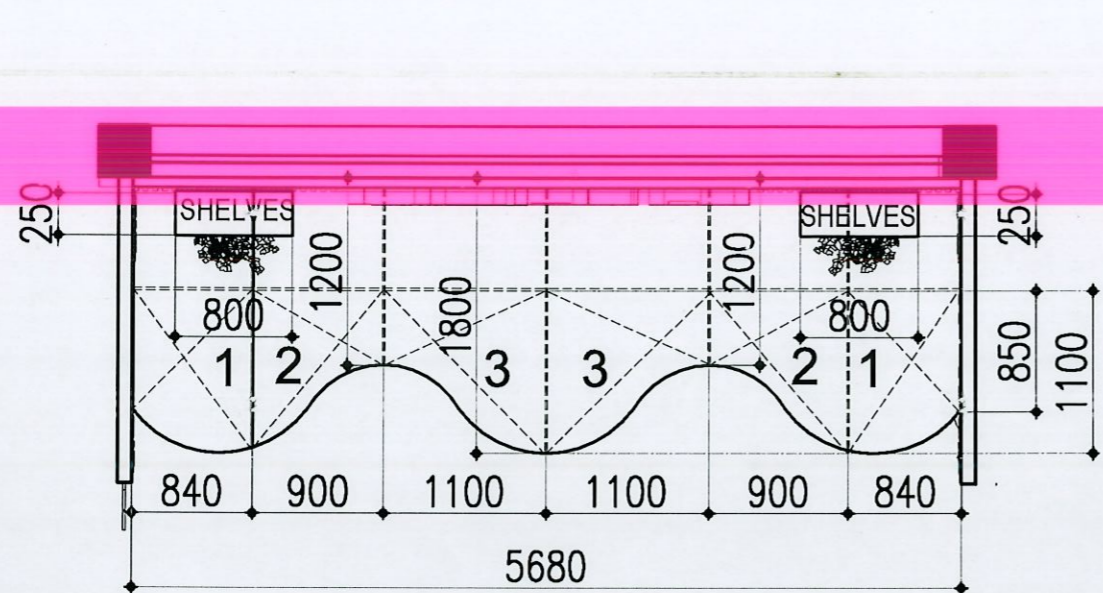
SCHEDULE OF DOORS AND WINDOW
 SCALE: 1:50 MTS

 MINDORO STATE UNIVERSITY Location: BONGABONG CAMPUS	Project Owner: R.A. 9266, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the consent of the architect, or author of said documents for use in the repetition of and for other project or buildings, whether executed partly or in whole.	Project title: REPAIR AND IMPROVEMENT OF LIBRARY BUILDING AT MINSU BONGABONG CAMPUS (INCLUDING WIRING CONNECTION FOR AIRCONDITIONING UNIT)	Prepared by: AR. RICA JEAN B. HERNANDEZ, RMP	Checked and Reviewed by: ENGR. MICHELLE J. BERGUERA	Verified by: ENGR. ARVIN P. TOLENTINO	Recommending Approval: ROVELYN P. ROXAS	Approved by: ENYA MARIE D. APOSTOL, Ph.D.	Sheet no: A3
	Location: BONGABONG CAMPUS	Location: BONGABONG, ORIENTAL MINDORO	PROJECT DEVELOPMENT OFFICER I	ADMINISTRATIVE OFFICER IV	DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES	OIC - VP FOR ADMIN, FINANCE AND OPERATIONS	UNIVERSITY PRESIDENT	

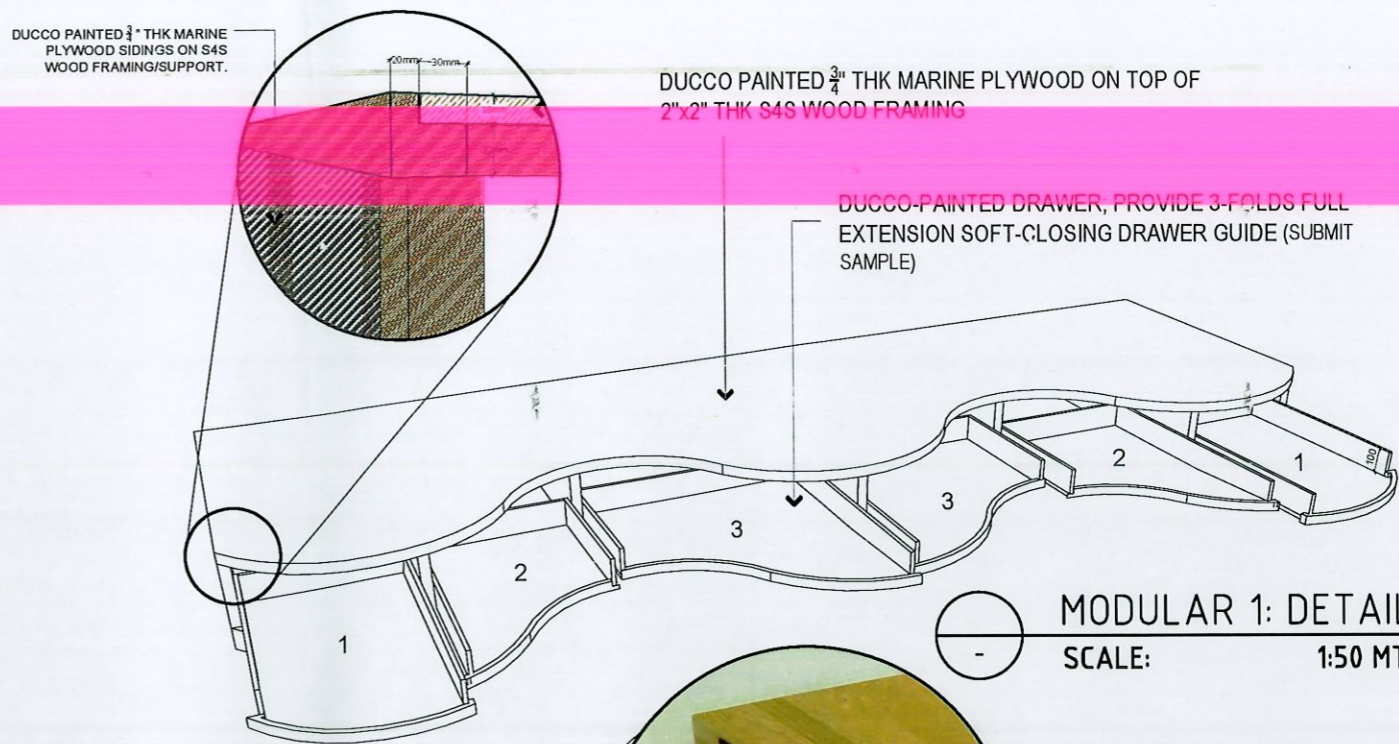


MODULAR 1: PERSPECTIVE
SCALE: NTS

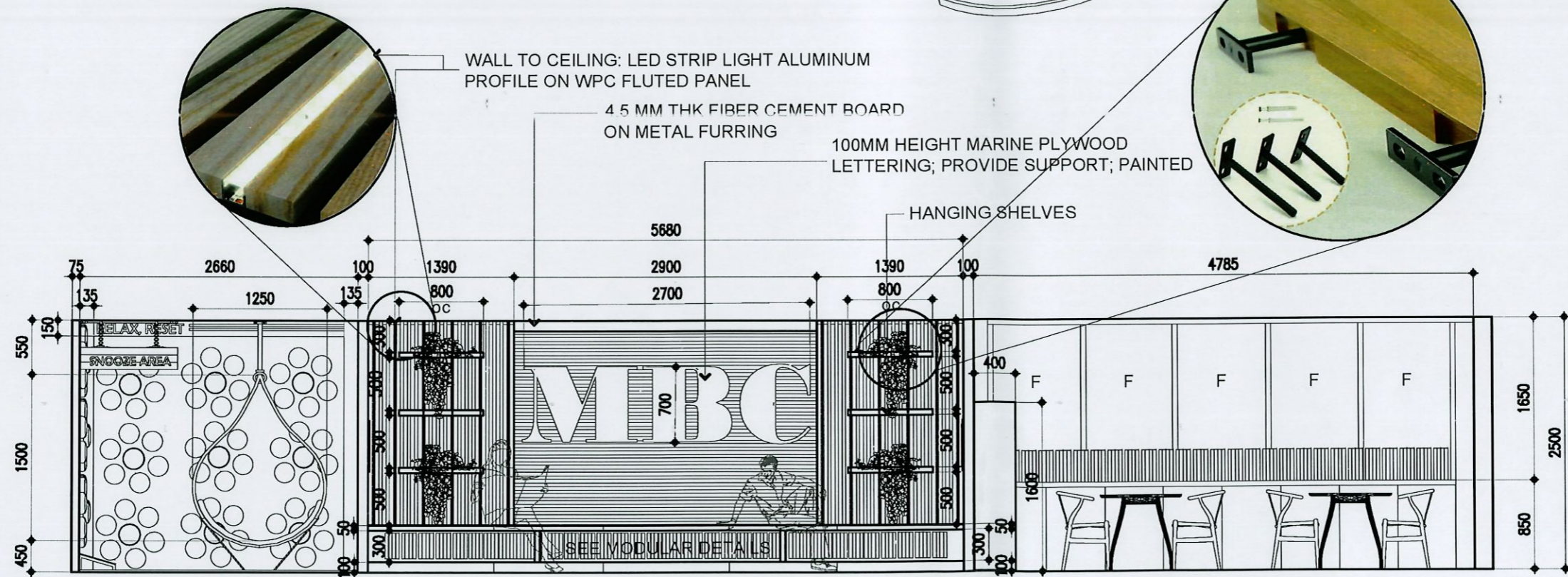
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	Location: BONGABONG CAMPUS	Location: BONGABONG, ORIENTAL MINDORO	PROJECT DEVELOPMENT OFFICER I	ADMINISTRATIVE OFFICER IV	DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES	OIC - VP FOR ADMIN, FINANCE AND OPERATIONS	UNIVERSITY PRESIDENT	




MODULAR 1: PLAN
SCALE: 1:50 MTS

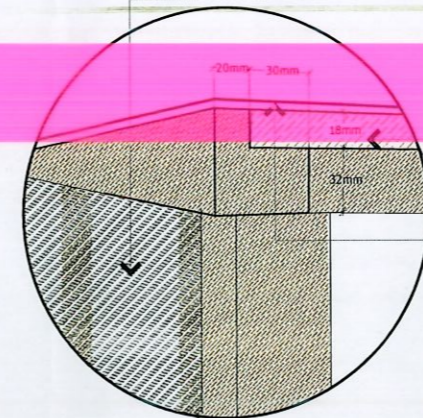
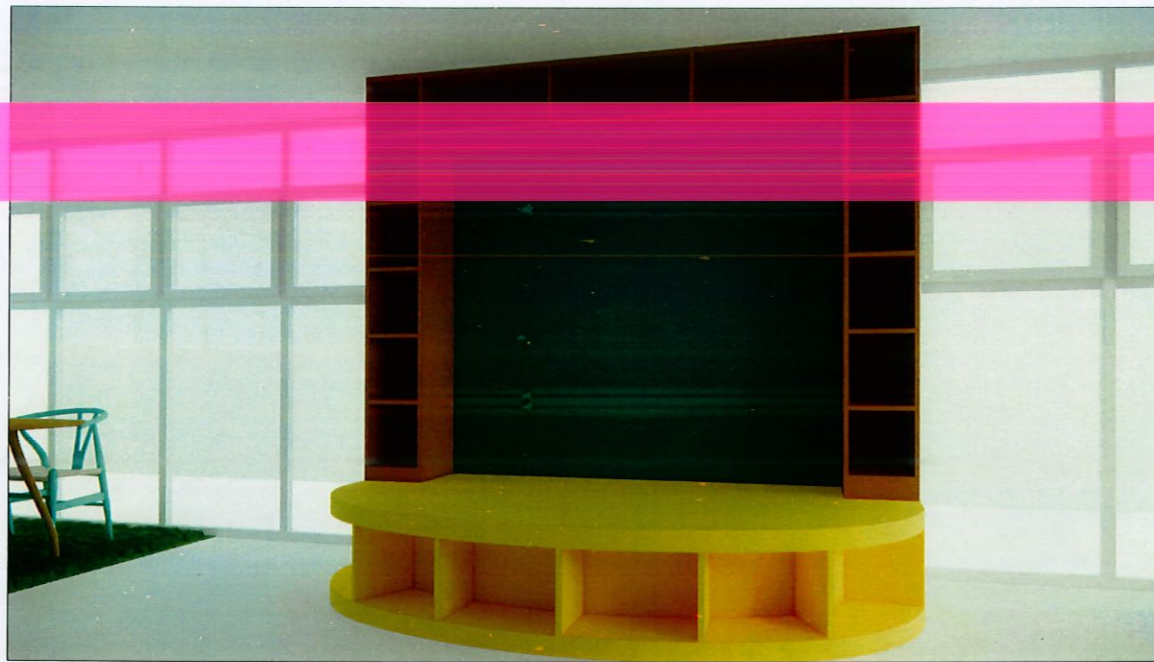


MODULAR 1: DETAIL
SCALE: 1:50 MTS



MODULAR 1: ELEVATION
SCALE: 1:50 MTS

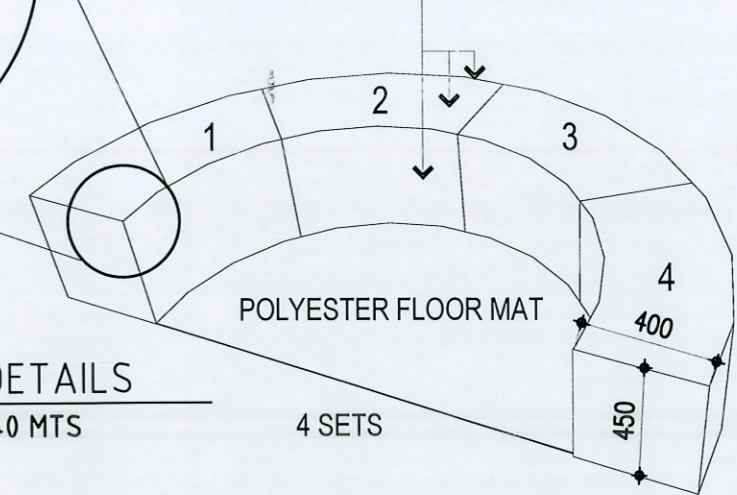
 MINDORO STATE UNIVERSITY Location: BONGABONG CAMPUS	Project Owner: R.A. 9266, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the consent of the architect, or author of said documents for use in the repetition of and for other project or buildings, whether executed partly or in whole.	Project Title: REPAIR AND IMPROVEMENT OF LIBRARY BUILDING AT MINSU BONGABONG CAMPUS (INCLUDING WIRING CONNECTION FOR AIRCONDITIONING UNIT)	Prepared by: <i>Rica</i> AR. RICA JEAN B. HERNANDEZ, RMP	Checked and Reviewed by: <i>Michelle</i> ENGR. MICHELLE J. BERGUERA	Visited by: <i>Arvin</i> ENGR. ARVIN P. TOLENTINO	Recommending Approval: <i>Roxas</i> ROVELYN P. ROXAS	Approved by: <i>Enya</i> ENYA MARIE D. APOSTOL, Ph.D.	Sheet no: A5
	Location: BONGABONG CAMPUS	Location: BONGABONG, ORIENTAL MINDORO	PROJECT DEVELOPMENT OFFICER I	ADMINISTRATIVE OFFICER IV	DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES	OIC - VP FOR ADMIN, FINANCE AND OPERATIONS	UNIVERSITY PRESIDENT	



DUCCO PAINTED 3/4 " THK MARINE PLYWOOD SIDINGS ON S4S WOOD FRAMING/SUPPORT.

DUCCO PAINTED 3/4 " THK MARINE PLYWOOD ON TOP OF 2"x2" THK S4S WOOD FRAMING

1/2 INCH THK UPHOLSTERY (TOP AND 2 SIDES)



MODULAR 6: DETAILS
SCALE: 1:40 MTS

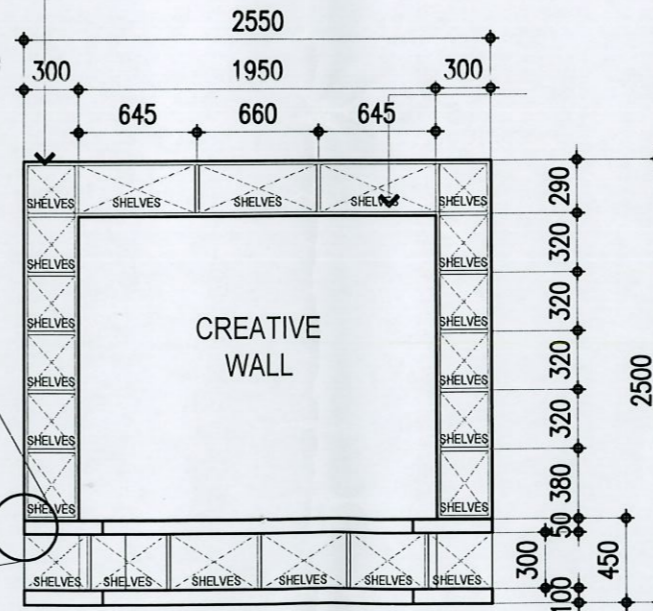
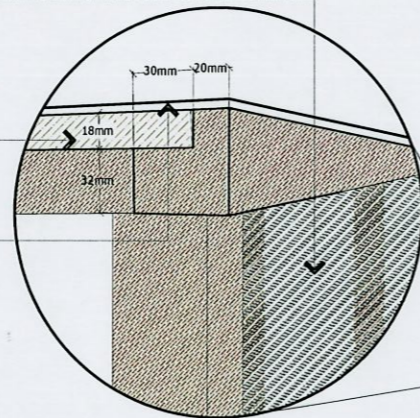
4 SETS

3/4" THK. SEMI-DUCCO PAINTED MARINE PLYWOOD W/ EDGING

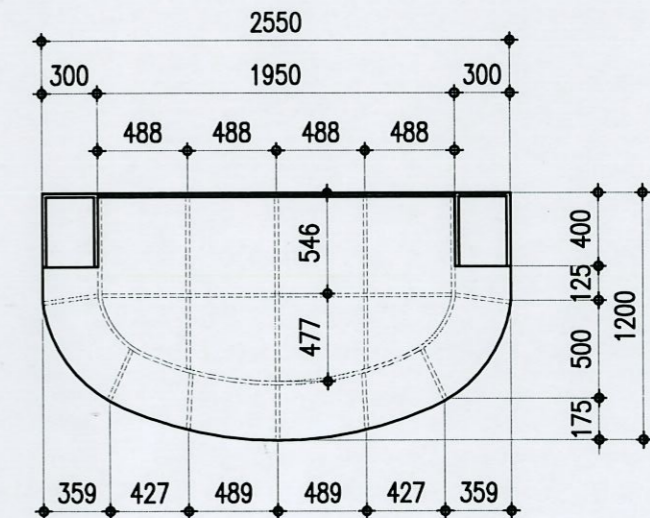
DUCCO PAINTED 3/4 " THK MARINE PLYWOOD SIDINGS ON S4S WOOD FRAMING/SUPPORT.

DUCCO PAINTED 3/4 " THK MARINE PLYWOOD ON TOP OF 2"x2" THK S4S WOOD FRAMING

1/2 INCH THK UPHOLSTERY

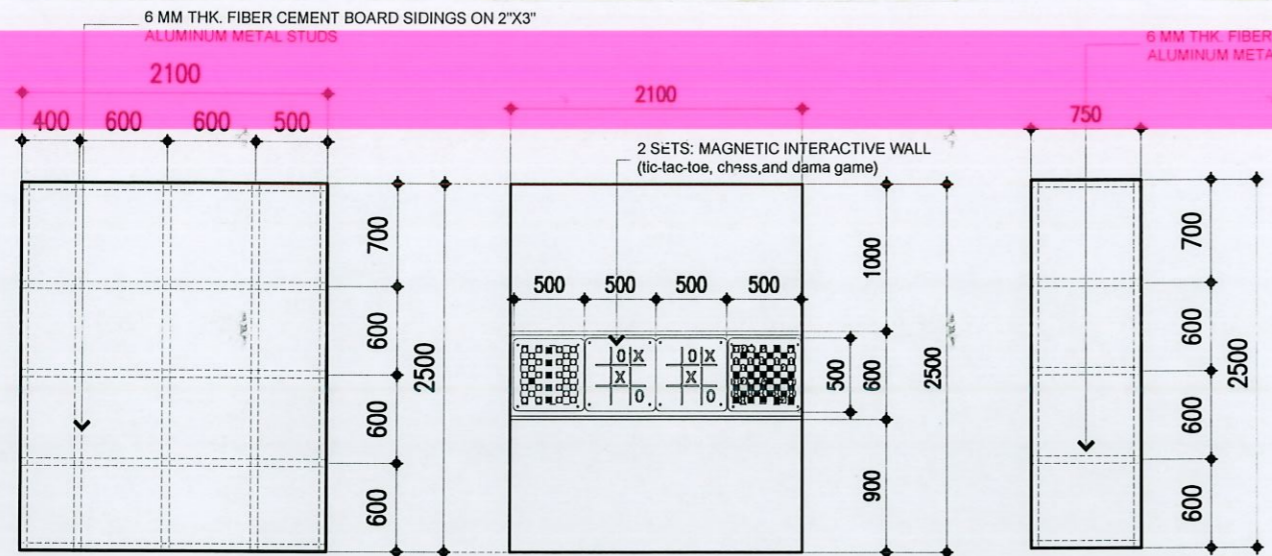


MODULAR 2: ELEVATION
SCALE: 1:40 MTS



MODULAR 2: PLAN
SCALE: 1:40 MTS

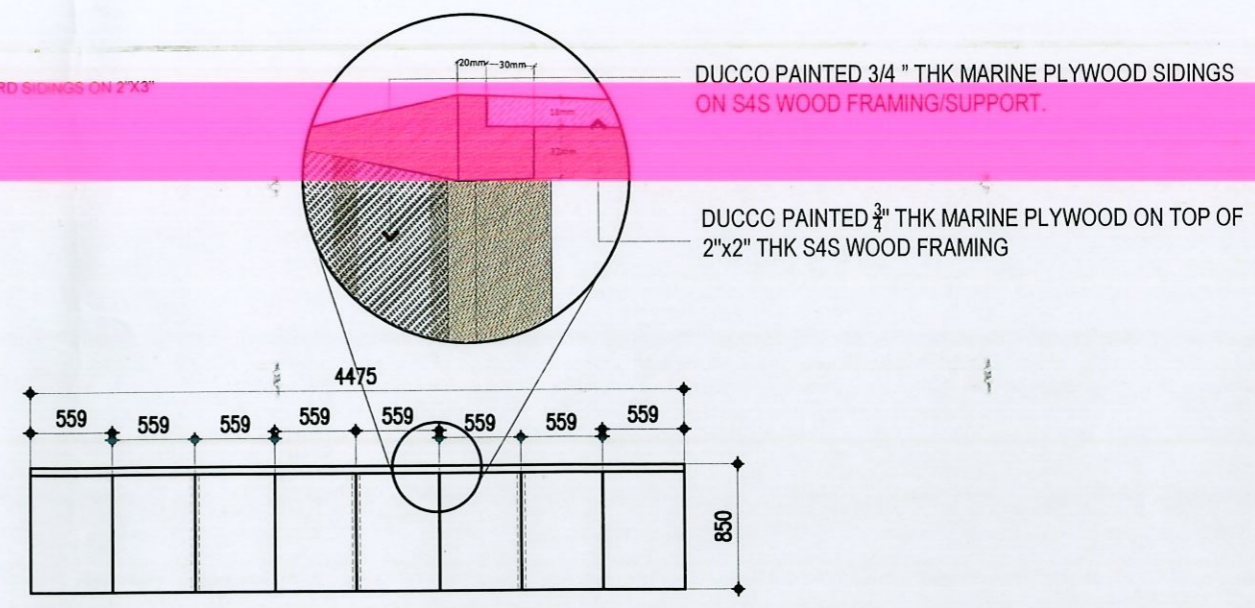
	Project Owner: MINDORO STATE UNIVERSITY Location: BONGABONG CAMPUS	R.A. 9266, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the consent of the architect, or author of said documents for use in the repetition of and for other project or buildings, whether executed partly or in whole.	Project title: REPAIR AND IMPROVEMENT OF LIBRARY BUILDING AT MINSU BONGABONG CAMPUS (INCLUDING WIRING CONNECTION FOR AIRCONDITIONING UNIT)	Prepared by: AR. RICA JEAN B. HERNANDEZ, RMP PROJECT DEVELOPMENT OFFICER I	Checked and Reviewed by: ENGR. MICHELLE J. BERGUERA ADMINISTRATIVE OFFICER IV	Verified by: ENGR. ARVIN P. TOLENTINO DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES	Recommending Approval: ROVELYN P. ROXAS OIC - VP FOR ADMIN, FINANCE AND OPERATIONS	Approved by: ENYA MARIE D. APOSTOL, Ph.D. UNIVERSITY PRESIDENT	Sheet no: A6
	(Signatures and stamps of the respective officials)								



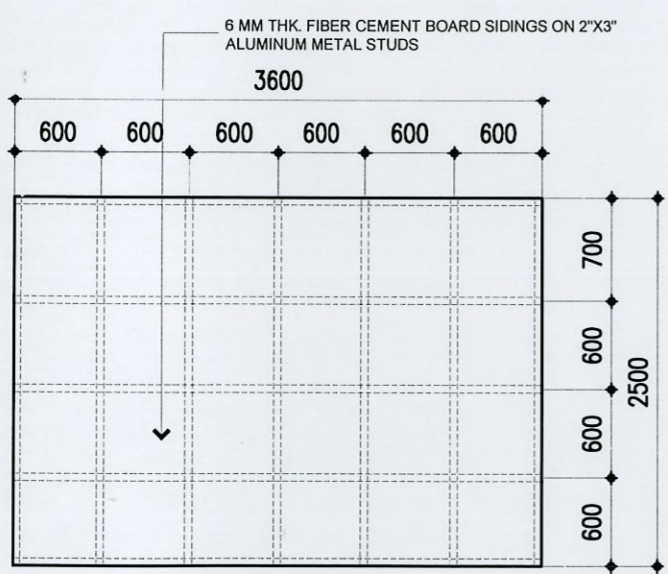
○ PARTITION A
SCALE: 1:50 MTS

○ PARTITION A
SCALE: 1:50 MTS

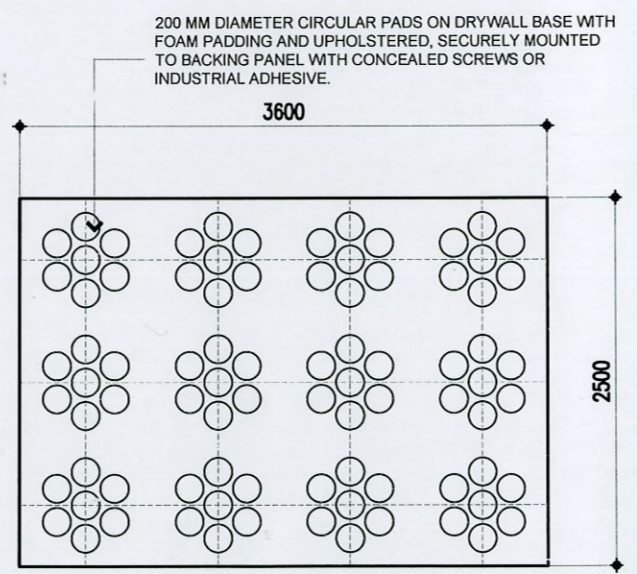
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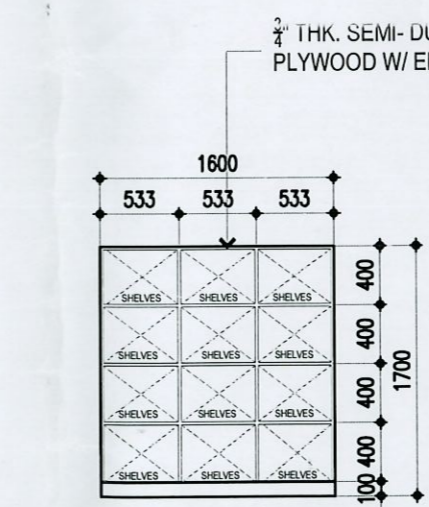
○ MODULAR 3: ELEVATION
SCALE: 1:50 MTS



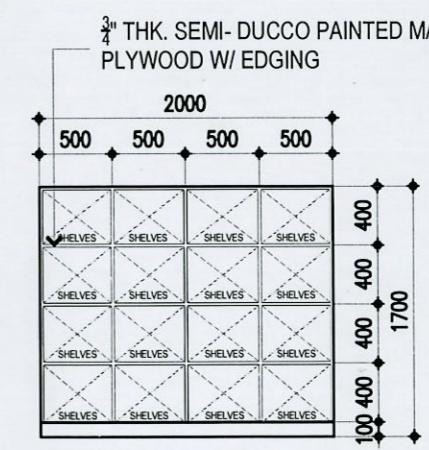
○ PARTITION C
SCALE: 1:50 MTS




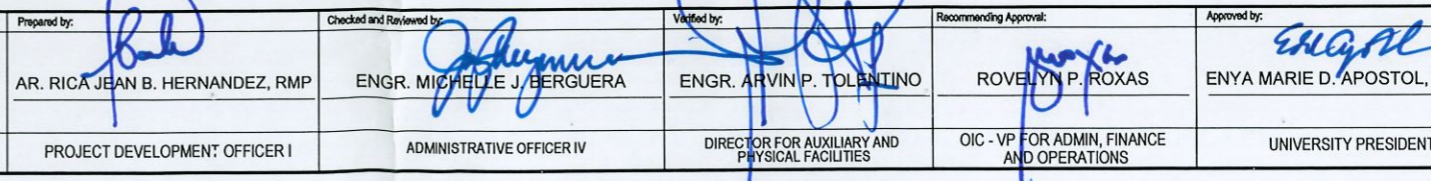
○ PARTITION C
SCALE: 1:50 MTS



○ MODULAR 4
SCAL 1:50 MTS



○ MODULAR 5
SCAL 1:50 MTS

	Project Owner: MINDORO STATE UNIVERSITY Location: BONGABONG CAMPUS	R.A. 9286, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the consent of the architect, or author of said documents for use in the repetition of and for other project or buildings, whether executed partly or in whole.	Project title: REPAIR AND IMPROVEMENT OF LIBRARY BUILDING AT MINSU BONGABONG CAMPUS (INCLUDING WIRING CONNECTION FOR AIRCONDITIONING UNIT) Location: BONGABONG, ORIENTAL MINDORO	Prepared by: AR. RICA JEAN B. HERNANDEZ, RMP PROJECT DEVELOPMENT OFFICER I	Checked and Reviewed by: ENGR. MICHELLE J. BERGUERA ADMINISTRATIVE OFFICER IV	Verified by: ENGR. ARVIN P. TOLENTINO DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES	Recommending Approval: ROVELYN P. ROXAS OIC - VP FOR ADMIN, FINANCE AND OPERATIONS	Approved by: ENYA MARIE D. APOSTOL, Ph.D. UNIVERSITY PRESIDENT	Sheet no.: A7
	<div style="text-align: right;">  </div>								