



## 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;

|                                               |                                                                |
|-----------------------------------------------|----------------------------------------------------------------|
| <b>Name of Project</b>                        | REPAIR AND MAINTENANCE OF HOSTEL BUILDING AT MINSU MAIN CAMPUS |
| <b>Solicitation</b>                           | RFQ 2026-0071                                                  |
| <b>Place of Delivery</b>                      | MINSU VICTORIA (MAIN CAMPUS)                                   |
| <b>Brief Description</b>                      | REPAIR AND MAINTENANCE OF HOSTEL BUILDING AT MINSU MAIN CAMPUS |
| <b>Quantity</b>                               | LOT (1) One                                                    |
| <b>Approved Budget for the Contract (ABC)</b> | Php. 220,470.00                                                |
| <b>Date of Delivery</b>                       | 19 days upon conform of Notice of Proceed                      |

Please quote your **lowest price** on the attached bid form and submit personally/through email your **SEALED QUOTATION not later than on 9:00 am** III 15 2026 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 60 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



# MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro 5205 Philippines

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## BID FORM

| Item/s and Specification/s<br>(minimum) | Unit  | Qty.   | Brand /<br>Specification | Unit<br>Price<br>(VAT<br>inclusive) | Total<br>Amount<br>(VAT<br>inclusive) | Compliance<br>with<br>Technical<br>Specifications<br>(please<br>check) |     |
|-----------------------------------------|-------|--------|--------------------------|-------------------------------------|---------------------------------------|------------------------------------------------------------------------|-----|
|                                         |       |        |                          |                                     |                                       | YES                                                                    | NO  |
| 101- Clearing Works                     | lot   | 1.00   |                          |                                     |                                       | ( )                                                                    | ( ) |
| 102- Ceiling Works                      | sq.m. | 20.09  |                          |                                     |                                       | ( )                                                                    | ( ) |
| 103- Painting Works                     | sq.m. | 317.43 |                          |                                     |                                       | ( )                                                                    | ( ) |
| 104- Doors & Windows                    | lot   | 1.00   |                          |                                     |                                       | ( )                                                                    | ( ) |
| 105- Plumbing Works                     | lot   | 1.00   |                          |                                     |                                       | ( )                                                                    | ( ) |
| 106- Electrical Works                   | lot   | 1.00   |                          |                                     |                                       | ( )                                                                    | ( ) |
| --Nothing to follow--                   |       |        |                          |                                     |                                       |                                                                        |     |
| <b>TOTAL</b>                            |       |        |                          |                                     |                                       |                                                                        |     |

### 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 50k as lot basis ) with Government Issued Id with signature and Secretary Certificate if Corporation)*
- ( ) 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)
- ( ) Latest Income / Business Tax Return (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)(if above Php. 500,000.00)







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( ) 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

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:

Contact Number: 0945-664-3003

Email Address: bac.office@minsu.edu.ph

**MARK CHRISTIAN M. MAGNAYE**

Canvasser

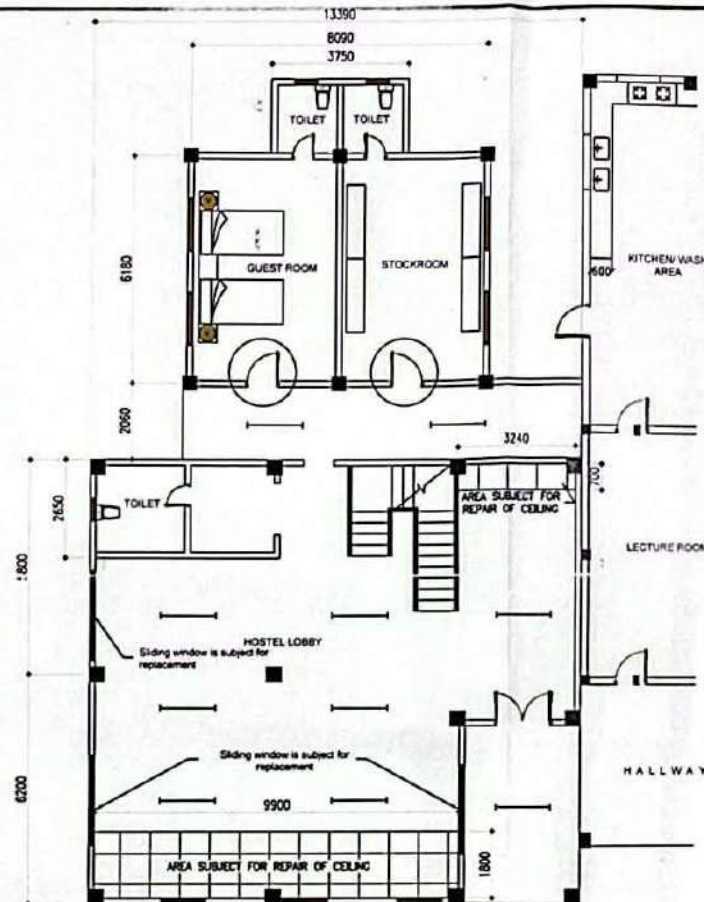




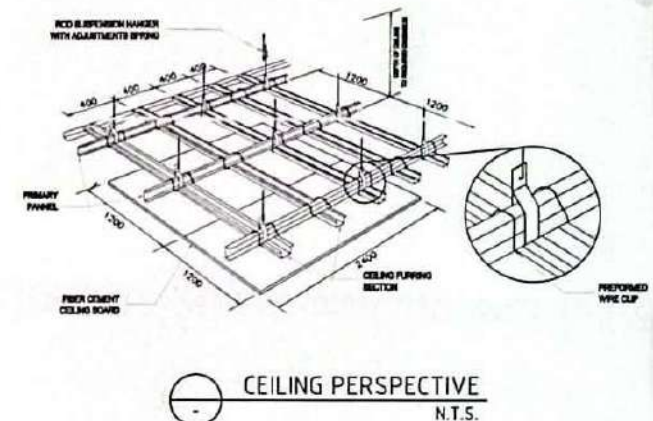
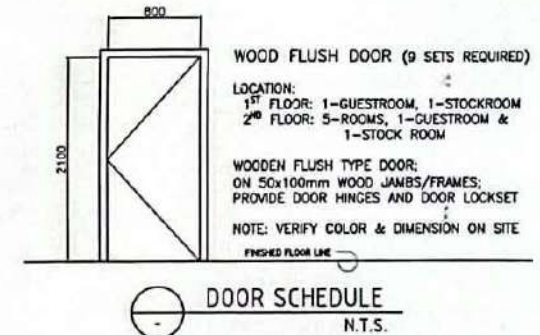
BEFORE PHOTO  
N.T.S.



PERSPECTIVE  
N.T.S.



GROUND FLOOR PLAN  
N.T.S.



- NOTE:
1. ALL DIMENSIONS SHALL BE VERIFIED ON SITE.
  2. 9 DOORS ARE SUBJECT FOR REPLACEMENT
  3. 2 DOORS - 1ST FLOOR (GUESTROOM & STOCKROOM)
  4. 7 DOORS - 2ND FLOOR (ROOMS, GUESTROOM & STOCK ROOM)
  5. SLIDING WINDOWS ON GROUND FLOOR AREA ARE FOR REPLACEMENT
  6. MATCHED AREA OF CEILING ARE SUBJECT FOR REPAIR & WIPES
  7. REPAINTING OF CEILING AREA AT FIRST FLOOR
  8. REPAIR OF PLUMBING SYSTEM FOR TAB
  9. REPAIR AND INSTALLATION OF ELECTRICAL WIRING AND FIXTURES

|  |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                            |                                                                                         |                                                                                                                  |                                                                                                                     |                                                                                                      |                                                                                         |                     |
|--|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------|
|  | <b>MINDORO STATE UNIVERSITY</b><br>MAIN CAMPUS | S.A. 1284, 1A & 2, 3<br>Drawings and Specifications fully signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the project 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 associated partly or in whole. | <b>REPAIR AND MAINTENANCE OF HOSTEL BUILDING AT MINSU MAIN CAMPUS</b><br>Location: BRGY ALGATE, VICTORIA, ORIENTAL MINDORO | Prepared by: <i>[Signature]</i><br>ENGR. MARIE L. BERGUERA<br>ADMINISTRATIVE OFFICER IV | Checked and Reviewed by: <i>[Signature]</i><br>ENGR. MARK LESTER A. MAMPANTAY<br>PROJECT DEVELOPMENT OFFICER III | Drawn by: <i>[Signature]</i><br>CHRISTIAN B. APOSTOL, Ph.D.<br>OIC - DIRECTOR FOR AUXILIARY AND PHYSICAL FACILITIES | Recommended by: <i>[Signature]</i><br>ROVELYN P. ROXAS<br>OIC - FF FOR ADMIN. FINANCE AND OPERATIONS | Approved by: <i>[Signature]</i><br>ENYA MARIE D. APOSTOL, Ph.D.<br>UNIVERSITY PRESIDENT | Sheet no: <b>A1</b> |
|--|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------|