MINDORO STATE UNIVERSITY
Victoria, Oriental Mindoro 5205 Philippines
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BAGONG PILIPINAS

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 MAINTENANCE OF KITCHEN AND DINING AREA OF HOSTEL
Solicitation	RFQ 2026-0075
Place of Delivery	MINSU BONGABONG
Brief Description	REPAIR AND MAINTENANCE OF KITCHEN AND DINING AREA OF HOSTEL
Quantity	ONE(1) LOT
Approved Budget for the Contract (ABC)	**Php. 210,000.00**
Date of Delivery	15 days upon conform 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 9:00 am 20 JUL 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

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 – Clearing Works	lot	1.00				( )	( )
102 – Tiling Works	Sq.m.	131				( )	( )
103 – Plumbing Works	lot	1.00				( )	( )
--Nothing to follow--							
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 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)(If above Php. 500,000)

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)

( ) 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**.

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