



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	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR VARIOUS OFFICES OF MINSU MAIN CAMPUS
Solicitation	RFQ 2026-0078
Place of Delivery	MINSU VICTORIA (MAIN CAMPSU)
Brief Description	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR VARIOUS OFFICES OF MINSU MAIN CAMPUS
Quantity	ONE(1) LOT
Approved Budget for the Contract (ABC)	Php.1,338,384.00
Date of Delivery	30 days upon conform of Purchase Order

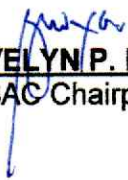
Please quote your **lowest price** on the attached bid form and submit personally/through email your **SEALED QUOTATION** not later than on 9:00 am JUL 28 2026 at the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro.

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



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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
Assorted Cartolina	Sheets	40				()	()
Ballpen - (I-Gel GI 165) Blk (12's)	Bxs	28				()	()
Ballpen - (I-Gel GI 165) Blue (12'S)	Bxs	141				()	()
Ballpen (Black)	Bxs	52				()	()
Binder Clip (1 1/4)	Bxs	27				()	()
Binder Clip (15 Mm)	Bxs	27				()	()
Binder Clips (19mm)	Bxs	44				()	()
Binder Clips (2 Inches)	Bxs	38				()	()
Binder Clips 1" (25mm Width)	Bxs	33				()	()
Binder Clips 3/4" (19mm)	Bx	23				()	()
Binder Clips 25mm	Bx	13				()	()
Binder Clips Jumbo	Pcs	30				()	()
Binding Element 1 1/2 Flat	Pcs	51				()	()
Binding Element 1 1/4 Flat	Pcs	44				()	()
Binding Element 1	Pcs	68				()	()
Brown Envelop Long	Pcs	945				()	()
Calculator 12 Digit, Two Way Power	Units	18				()	()
Carbon Paper (Blue) Long 100's	Boxes	9				()	()
Certificate Holder - A4	Pcs	295				()	()
Certificate Holder - Short	Pcs	320				()	()
Clear Sliding Folder Long	Pcs	579				()	()
Clear Sliding Folder (Short)	Pcs	215				()	()
Clear Folder (Long)	Pcs	285				()	()
Clear Folder (A4)	Pcs	130				()	()
Combo Ring 1"	Pcs	30				()	()
Combo Ring 1-1/2"	Pcs	60				()	()
Correction Tape 6m X 5mm	Pcs	182				()	()
Coupon Bond A4 S 20	Reams	722				()	()



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						YES	NO
Coupon Bond Long Subs 20	Reams	530				()	()
Coupon Bond Short Subs 20	Reams	31				()	()
A3 Bond Paper	Reams	9				()	()
Box Cutter (Big)	Units	7				()	()
Double Sided Tape 1/2	Pcs	46				()	()
Double-Sided Tape 1"	Pcs	52				()	()
D-Ring Binder (Black, Legal- Sized, Thickness - 65mm	Pcs	6				()	()
Envelop W/ Garter - Long/Brown	Pcs	280				()	()
Expanded Folder (Long) Green	Pcs	545				()	()
Expanding Envelop With Garter (Long)	Pcs	310				()	()
Fastener Coated	Bxs	27				()	()
Folder Long 14 Pts 100's	Reams	6				()	()
File Folder Long Art Kraft	Pcs	204				()	()
Highlighter (Yellow-Green)	Pcs	81				()	()
Index Tab (White)	Boxes	20				()	()
Index Tabs (Clear)	Boxes	22				()	()
Ink #003 (Black)	Btls	135				()	()
Ink #003 Yellow	Btls	90				()	()
Ink #003 Magenta	Btls	90				()	()
Ink #003 Cyan	Btls	90				()	()
Ink #664 Black	Btls	35				()	()
Ink #664 Yellow	Btls	24				()	()
Ink #664 Magenta	Btls	24				()	()
Ink #664 Cyan	Btls	24				()	()
Printer Ink 001 (Black)	Bottles	13				()	()
Printer Ink 001 (Yellow)	Bottles	8				()	()
Printer Ink 001 (Magenta)	Bottles	8				()	()
Printer Ink 001 (Cyan)	Bottles	8				()	()
Ink Refill Black (1000ml)	Btls	3				()	()



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						YES	NO
Ink Refill Cyan (1000ml)	Btls	1				()	()
Ink Refill Magenta (1000ml)	Btls	1				()	()
Ink Refill Yellow (1000ml)	Btls	1				()	()
Ink Bt 5000 Yellow	Btls	14				()	()
Ink Bt 5000 Magenta	Btls	14				()	()
Ink Bt 5000 Cyan	Btls	6				()	()
Ink Bt D60 Black	Btls	21				()	()
Acetate Film (A4,100sheets)	Reams	4				()	()
Short Brown Envelope	Pcs	160				()	()
Short Folder 100's	Ream	5				()	()
Permanent Marker (Fine) 12's	Boxes	15				()	()
Permanent Marker Black (Broad) 12's	Boxes	26				()	()
Whiteboard Marker 12's	Boxes	73				()	()
Whiteboard Marker Ink, Black 30ml	Bottles	32				()	()
Plastic Ruler 12"	Pcs	24				()	()
Press Folder Green	Box	2				()	()
Gel Ink Ballpen (Black) (0.5) 12's	Boxes	6				()	()
Gel Ink Ballpen (Blue) (0.5) 12's	Boxes	17				()	()
Sign Pen (Hi-Techpoint - Black)	Pcs	20				()	()
Sign Pen (Hi-Techpoint - Blue)	Pcs	152				()	()
Sign Pen Um-153s (Black) 12's	Boxes	11				()	()
Sign Pen Um-153s (Blue) 12's	Boxes	21				()	()
Sign Pen - Pigment Ink (Blue) 0.3	Boxes	8				()	()
Sign Pen - Pigment Ink (Blue) 0.5	Boxes	9				()	()
Packaging Tape 2"	Rolls	20				()	()
Packing Tape (Big)	Rolls	7				()	()
Paper Vinyl-Coated Clip (Big) (48 Mm)	Bxs	32				()	()
Paper Vinyl-Coatedclip (Small) (32 Mm)	Bxs	34				()	()



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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
Paper Vinyl-Coated Clips (50 Mm)	Box	15				()	()
Paper Fastener 50's	Box	7				()	()
Paper Fastener Metal	Box	4				()	()
Pencil Sharpener, Rotary W/ Clamp	Unit	9				()	()
Pencil, #2 12's	Box	38				()	()
Photo Paper (A4, Plain Back) 20's	Packs	30				()	()
Plastic Cover #6	Rolls	3				()	()
Push Pins	Box	30				()	()
Record Book 200 Pages	Pads	31				()	()
Record Book 500 Pages	Pads	18				()	()
Scissor Big	Pcs	35				()	()
Scotch Tape (2")	Rolls	31				()	()
Scotch Tape 1	Rolls	41				()	()
Scotch Tape 3/4	Rolls	41				()	()
Scotch Tape White	Rolls	4				()	()
Masking Tape 1"	Rolls	30				()	()
Masking Tape 3/4	Rolls	18				()	()
Stamp Pad Ink 60ml (Black/Violet)	Bottles	16				()	()
Stamp Pad, Felt Pad #2	Pcs	12				()	()
Glue (240g)	Bottles	49				()	()
Heavy Duty Staple Gun Tacker (4-54mm)	Units	12				()	()
Staple Wire # 35	Bxs	63				()	()
Stapler W/ Remover	Pcs	27				()	()
Sticker Paper (A4) Plain 10's	Packs	92				()	()
Sticker Paper (A4 Matte 10's)	Packs	73				()	()
Sticker Paper (Gloss) 10's	Packs	10				()	()
Sticker Paper (Transparent) 10's	Packs	13				()	()
Sticky Note (3x3)	Pads	55				()	()
Sticky Note (3x5) Light Colors	Pads	28				()	()



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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
Sticky Tab (Index Arrow Flags) 20's/Pads (10pads)	Packs	142				()	()
Sticky Tab (Rectangle) 20's / Pads (10pads)	Pads	94				()	()
Tape Dispenser	Unit	10				()	()
Magazine Box - Single Green/Black Color	Pcs	61				()	()
Matte (A4) (100 Sheets/Pack)	Packs	4				()	()
Vellum Board - Long (180 Gsm) 100s	Reams	118				()	()
Vellum Paper A4 (180 Gsm) 100s	Reams	15				()	()
Velum Board - Short (180 Gsm) 100s	Reams	12				()	()
White Envelop Long #10	Bxs	14				()	()
White Folder (Long)	Pcs	463				()	()
Bookbinding Tape (2") (Green/Brown Color)	Rolls	9				()	()
Photo Paper A3, 230gsm Plain Back 20's	Packs	107				()	()
Flash Drive, USB-OTG 128Gb	Unit	19				()	()
Date/Receive Stamp	Pcs	25				()	()
Date Stamp	Pcs	19				()	()
Laminating Film Long 125 Microns	Packs	8				()	()
A3 Bond Paper, (70 Gsm)	Reams	4				()	()
Ink # 008 (Black) 127ml	Btls	2				()	()
Ink # 008 (Yellow) 70 MI	Btls	2				()	()
Ink # 008 (Magenta) 70ml	Btls	2				()	()
Ink # 008 (Cyan) 70ml	Btls	2				()	()
						()	()
--Nothing to follow--							
TOTAL							



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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:

- () 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



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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





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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



•Main Campus, Alcate, Victoria

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