



SUPPLEMENTAL BID BULLETIN RFQ No. 2026-0080

Supplemental Bid Bulletin No. 2026-025 is issued to update the schedule of activities for the RFQ No. 2026-0080 **“REPAIR AND MAINTENANCE OF OFFICE OF THE VICE PRESIDENT FOR ADMIN AND FINANCE AT MINSU MAIN CAMPUS”** relative to the postponement/extension of the Closing, Submission and Opening of quotations. The following schedule must be observed:

REFERENCE	CLARIFICATION
Closing Date & Time: August 4, 2026; 9:00 AM	Closing Date & Time: August 10, 2026; 10:00 AM
Deadline for Submission of Quotation: August 4, 2026; 9:00 AM	Deadline for Submission of Quotation: August 10, 2026; 10:00 AM
Opening of Quotations: August 4, 2026; 9:00 AM	Opening of Quotations: August 10, 2026; 10:00 AM

Issued this 4th day of August 2026 at Alcate, Victoria, Oriental Mindoro.

For guidance and information of all concerned.


ROVELYN P. ROXAS
BAC Chairperson



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 OFFICE OF THE VICE PRESIDENT FOR ADMIN AND FINANCE AT MINSU MAIN CAMPUS
Solicitation	RFQ 2026-0080
Place of Delivery	MINSU VICTORIA (MAIN CAMPUS)
Brief Description	REPAIR AND MAINTENANCE OF OFFICE OF THE VICE PRESIDENT FOR ADMIN AND FINANCE AT MINSU MAIN CAMPUS
Quantity	ONE(1) LOT
Approved Budget for the Contract (ABC)	Php. 117,744.65
Date of Delivery	19 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** AUG 10 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- Carpentry Works (Drywall and Shelves)	Sq.m.	8.58				()	()
103- Painting Works	Sq.m.	118.26				()	()
104- Electrical Works	lot	1.00				()	()
--Nothing to follow--							
TOTAL							

General Conditions

- 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.
- Supplier shall submit the following requirements:

	PRIMARY REQUIREMENTS from(Section 4.1 of GPPB Circular No. 06-2026)
()	Duly signed Original Copy/Certify True Copy of Request for Quotation (RFQ) . Prices shall be quoted in
()	PhilGEPS Platinum Certificate of Registration/ Philgeps Registration Is RED (Updated & Original or CTC)
()	Business/ Mayor's Permit (Updated & Original or CTC)
()	PCAB License(if infrastructure)(Updated & Original or CTC)
()	Professional license/ CV (if Consulting)(Updated & Original or CTC)
()	Latest Income / Business Tax Return (Updated & Original or CTC)(If above Php. 500,000)
()	Notarized Omnibus Sworn Statement (if above 50k as lot basis) with Government-Issued Id with signature and Corporate Secretary Certificate (if Corporation)
	SECONDARY REQUIREMENT (for the TWG requires clarification)
()	Detailed Estimated Price for Infrastructure (please see detailed estimated form)(Updated & Original or CTC)
()	Brochure / Specify the Specific Brand or Model in the RFQ (if Applicable for Goods and Equipment) (Updated & Original or CTC)
()	BIR certificate of Registration (BIR 2303)(Updated & Original or CTC)



()

Other Certifications, Permits, or Licenses, as may be required by the TWG based on the nature of the procurement (e.g., Certificate of Distributorship/Dealership, Certificate of Product Registration, License to Operate (LTO), Certificate of Product Registration (CPR), FDA Certificate of Medical Device Registration (CMDR), etc.).

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**.



MINDORO STATE UNIVERSITY

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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



MSU-PRO-FR-10.03

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



DETAILED ESTIMATES FOR

ITEM NO. 101 SPECIFIC NO. _____
 NAME OF ITEM Clearing Works QUANTITY 1.00 lot

A. LABOR:

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Forman					
Skilled					
Laborer					

D. MATERIALS:

(Include acquisition of equipment, fuel, etc. for materials)

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT

Total = _____



DETAILED ESTIMATES FOR

ITEM NO. 102 SPECIFIC NO. _____

NAME OF ITEM Carpentry Works (Drywall & Shelves) QUANTITY 8.58 sq.m.

A.

LABOR:

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Forman					
Skilled					
Laborer					

D. MATERIALS:

(Include acquisition of equipment, fuel, etc. for materials)

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
Fiber Cement Board (4.5mmx4'x8')	pcs	8		
Blind Rivets 3/4 x 5/32	pcs	121		
Aluminum Metal Studs (2"x3"x12"	Pcs	10		
0.70m x 2.10m Flush Door with door jamb and complete accessories	set	1		
S4S wood (2"x2"x10')	Pcs	10		
S4S wood (1"x1"x10')	Pcs	2		
Marine Plywood (3/4"x4'x8')	Pcs	4		
25mm Upholstered seat (0.4mx1.5m)	pc	1		
25mm Upholstered seat (0.4mx2.4m)	Pc	1		
Cabinet Hinges	pcs	24		
Consumables (nail, screw, saw blades, drillbits, etc)				

Total: _____



DETAILED ESTIMATES FOR

ITEM NO. 103 SPECIFIC NO. _____

NAME OF ITEM Painting Works QUANTITY 118.26 sq.m.

A. LABOR:

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Forman					
Skilled					
Laborer					

D. MATERIALS:

(Include acquisition of equipment, fuel, etc. for materials)

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
Flat Latex White	Gal	4		
Patching Compound	Kgs	6		
Semi Gross Latex(Two Coats)	Gal	8		
Consumables(Sand paper, Masking Tape, Paint Roller, Thinner, Cleaning Rags, Disposable Brushes				

Total = _____



DETAILED ESTIMATES FOR

ITEM NO. 104 SPECIFIC NO. _____
 NAME OF ITEM Electrical Works QUANTITY 1 lot

A.

LABOR:

(Exclude acquisition & delivery of materials)

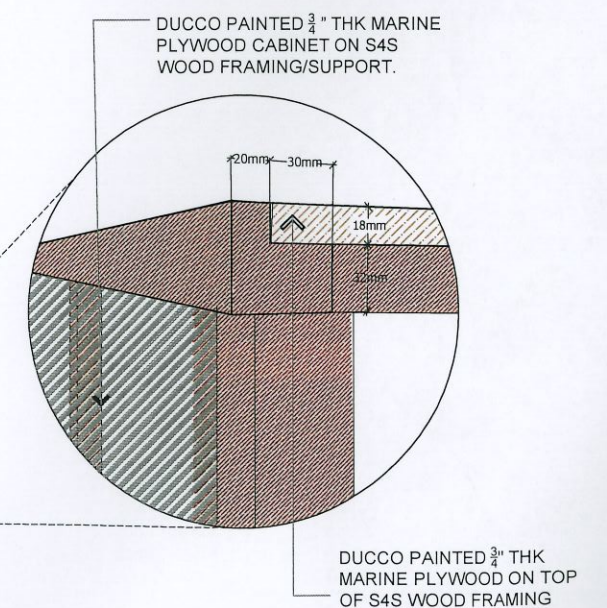
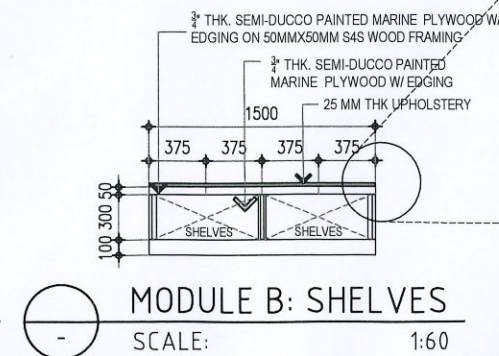
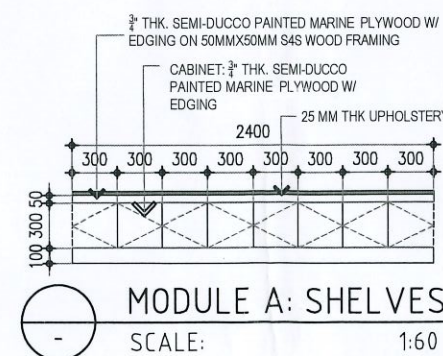
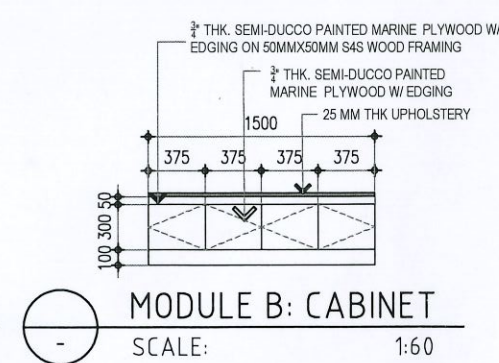
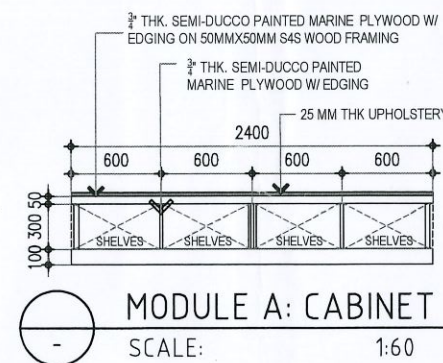
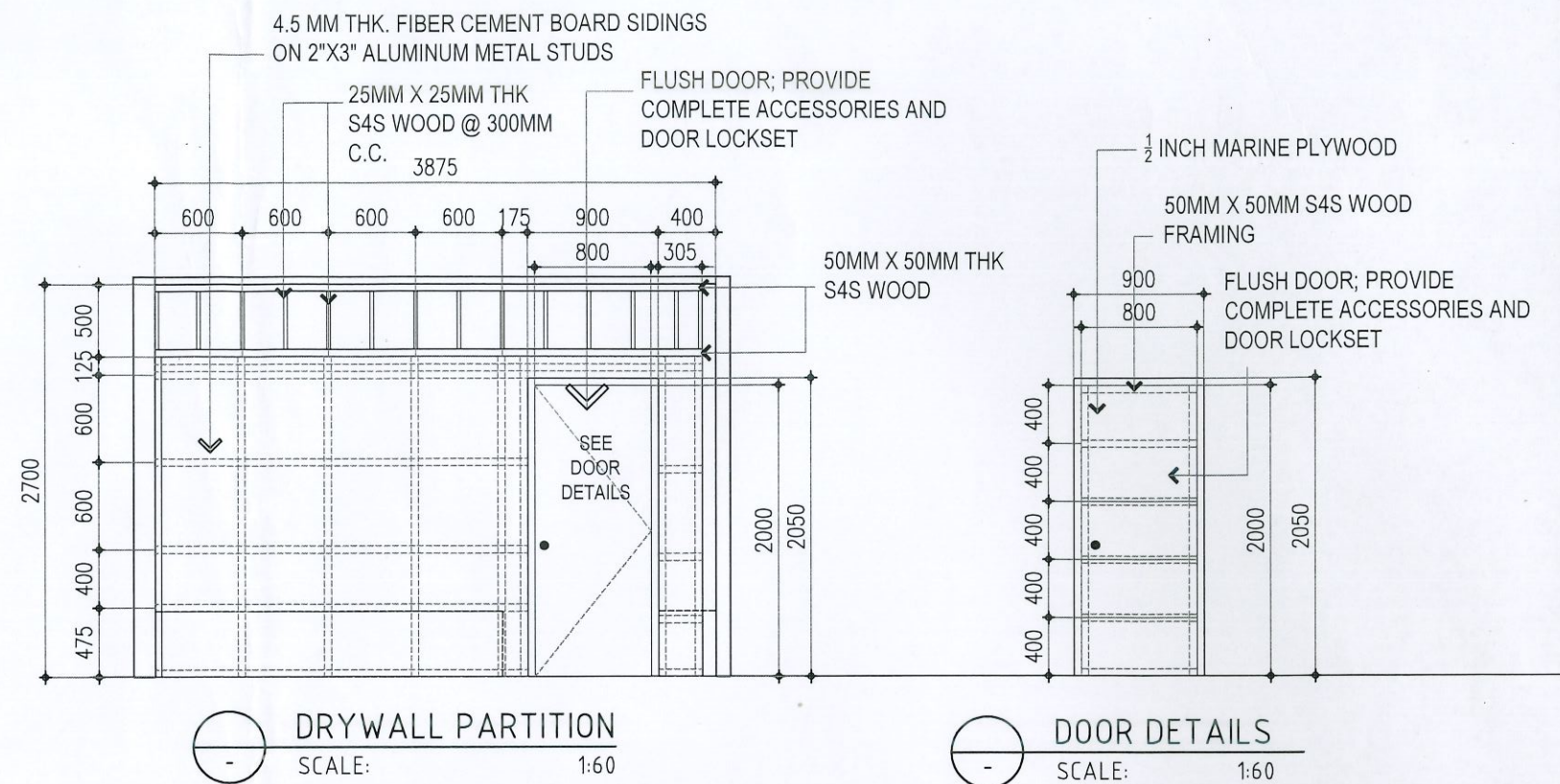
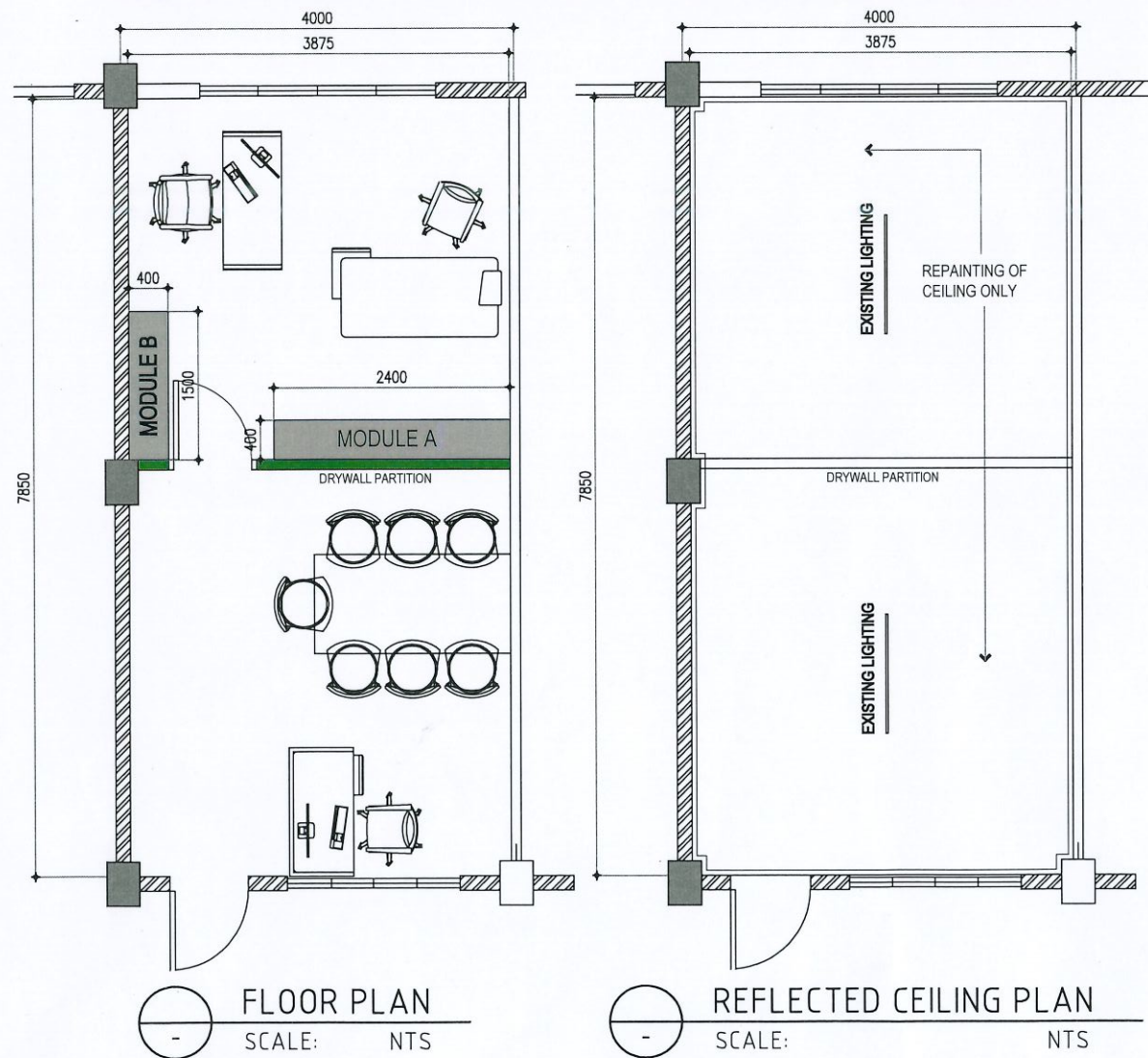
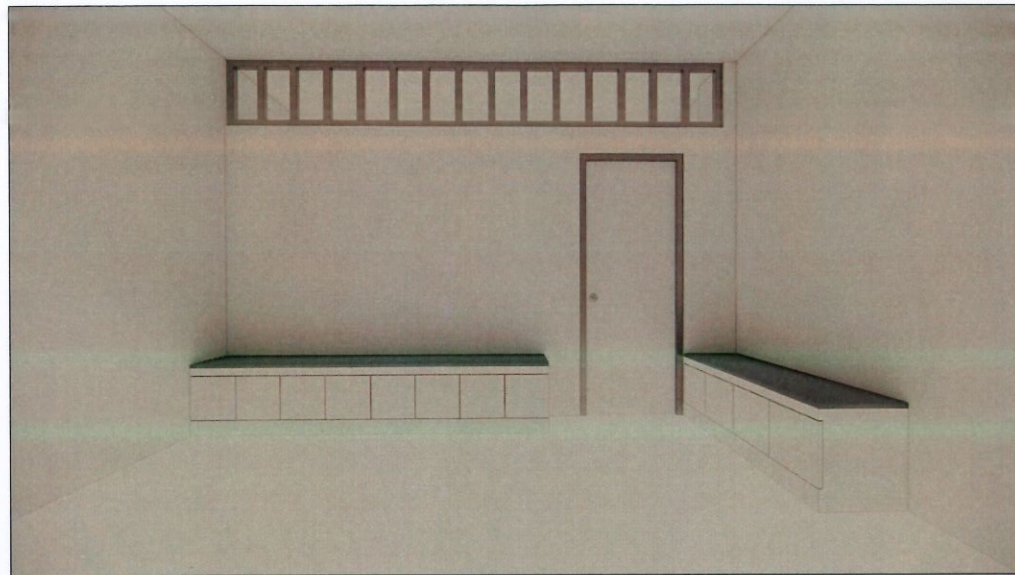
DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Forman					
Skilled					
Laborer					

D. MATERIALS:

(Include acquisition of equipment, fuel, etc. for materials)

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
LED Flourescent T8 Tube with Box Type set 16-36watts	Set	2		
Two Gang Switch	Pcs	1		
Duplex Wall Mounted Convenience Outlet	Pcs	5		
Flexible Hose	Meters	15		
THHN Stranded Cu. Wire 2.0 mm ²	Meters	15		
Consumables(cables ties,electrical tape,etc.				

Total = _____



	Project Owner: MINDORO STATE UNIVERSITY Location: MAIN CAMPUS	R.A. 8266, 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 MAINTENANCE OF OFFICE OF THE VICE PRESIDENT FOR ADMIN, FINANCE AND OPERATIONS (VPAFO) AT MINSU MAIN CAMPUS Location: ALGATE, VICTORIA, ORIENTAL MINDORO	Prepared by: AR. RICA JEAN B. HERNANDEZ, RMP ARCHITECT	Checked and Reviewed by: ENGR. MICHELLE L. BERGUERA ADMINISTRATIVE OFFICER IV	Verified by: EDGARDO S. AGONCILLO OIC- 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: A1
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