



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 COMFORT ROOMS AT MINSU MAIN CAMPUS
Solicitation	RFQ 2026-0084
Place of Delivery	MINSU VICTORIA (MAIN CAMPUS)
Brief Description	REPAIR AND MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS
Quantity	ONE(1) Lot
Approved Budget for the Contract (ABC)	Php. 750,000.00
Date of Delivery	53 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 11 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



Webometrics

OF UNIVERSITIES

MSU-PRO-FR-10.03



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
100- Clearing Works	lot	1.00				()	()
101- Ceiling Works	Sq.m.	172.70				()	()
102- Painting Works	Sq.m.	452.06				()	()
103- Roofing Works	Sq.m	60.80				()	()
104-Plumbing Fixtures	Lot	1.00				()	()
105-Electrical Works	Lot	1.00				()	()
106-Carpentry 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:

	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)



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Victoria, Oriental Mindoro 5205 Philippines

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BAGONG PILIPINAS

()	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





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- 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:


MARK CHRISTIAN M. MAGNAYE

Canvasser

Contact Number: 0945-664-3003

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





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DETAILED ESTIMATES FOR

ITEM NO. 100 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 = _____





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BAGONG PILIPINAS

DETAILED ESTIMATES FOR

ITEM NO. 101 SPECIFIC NO. _____

NAME OF ITEM Ceiling Works QUANTITY 172.70 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
4.5mm Fiber Cement Board	Pcs	64		
Metal Furring (0.50mm x 20mm x50mm)	Pcs	173		
Carrying Channels (0.80mm x12mm x38mm)	Pcs	62		
Channel Clip	Pcs	1037		
Wall angle	Pcs	42		
Rivets	Pcs	2418		
1" Metal Screw	Pcs	691		
Consumables (Cutting discs, drill bits, screw bits,etc)				

Total: _____



MSU-PRO-FR-10.03

•Main Campus, Alcatraz, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



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DETAILED ESTIMATES FOR

ITEM NO. 102 SPECIFIC NO. _____

NAME OF ITEM Painting Works QUANTITY 452.06 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	Pail	2		
Semi Gross Latex(Two Coats)	Pail	4		
Paint Thinner	Pail	2		
Enamel Paint, Choco Brown	Gal	2		
Glazing Puuty	Gal	5		
Enamel paint, Flat Wall	Pail	2		
Enamel paint, Gloss, QDE (two coats)	Pail	3		
Tinting Color	liter	4		
Consumables(Sand paper, Masking Tape, Paint Roller, Thinner, Cleaning Rags, Disposable Brushes,etc				

Total = _____





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DETAILED ESTIMATES FOR

ITEM NO. 103 SPECIFIC NO. _____

NAME OF ITEM Roofing Works QUANTITY 60.80 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
Pre-Painting (I Baguio Green) Corrugated Roof (8ftx1.10mx0.5mm)	Pcs	40		
Ridge Roll, GA 26 (0.61m x 2.44m)	Pcs	5		
Wood Tek Screw(2")	Pcs	1320		
Good Lumber	Bd.ft	220		
1"x12"x12' good lumber- Fascia Board	Pcs	8		
Pre-painted flashing, GA 26 (0.61m x 2.44m)	Pcs	12		
Consumables(Sealant, cutting discs, drill bits, etc.)				

Total = _____



MSU-PRO-FR-10.03

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



DETAILED ESTIMATES FOR

ITEM NO. 104 SPECIFIC NO. _____
 NAME OF ITEM Plumbing Fixtures 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
Water Closet w/ Fitting and Acc.(Pail Flush Bowl)	Set	11		
Flush-Type Wall Hung Urinal With Fittings & Accessories	Set	4		
Lavatory w/ complete fittings and accesories	Set	12		
Lavatory Faucet	Pcs	8		
Mirror (1.80m x 0.65cm)	Pcs	4		
1/2" faucet Brass type	Pcs	22		
Consumables(tepflon tape, sealant, cutting discs, drill bits, clamps, fittings etc etc.)				

Total = _____



DETAILED ESTIMATES FOR

ITEM NO. 105 SPECIFIC NO. _____

NAME OF ITEM Electrical 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
Flourescent LED Ecofit Light, T8, 16W, 6500K-Cool Daylight	Pcs	20		
Utility Box, Deep Type	Pcs	15		
Junction box, deep type	Pcs	10		
2.0mm ² THHN Wire, Stranded	Box	1		
3.5mm ² THHN Wire, Stranded	Box	1		
Flexible Hose ½" (100meters)	Roll	1		
Single Gang Switch	pcs	5		
Consumables(electrical tape, cables ties, drill bits, saw blades etc.)				

Total = _____



DETAILED ESTIMATES FOR

ITEM NO. 106 SPECIFIC NO. _____

NAME OF ITEM Carpentry Works (CR & Cubicle Doors) QUANTITY 1.00 lot

A. LABOR:

(Exclude acquisition & delivery of materials)

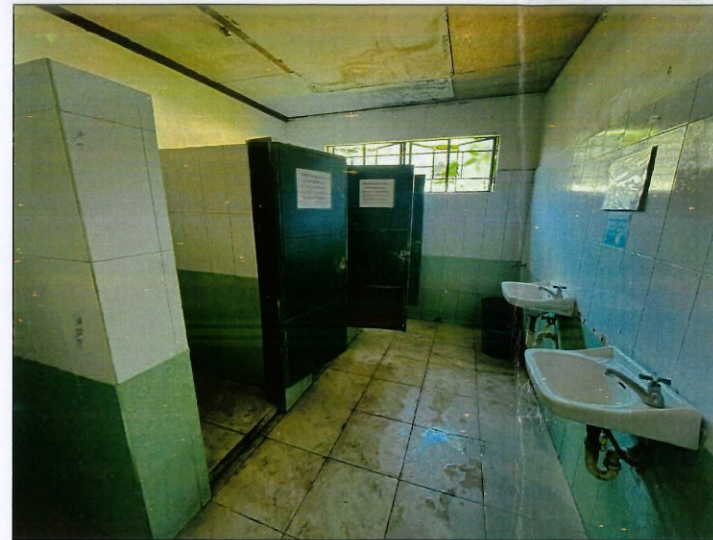
DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Forman					
Skilled					
Laborer					

D. MATERIALS:

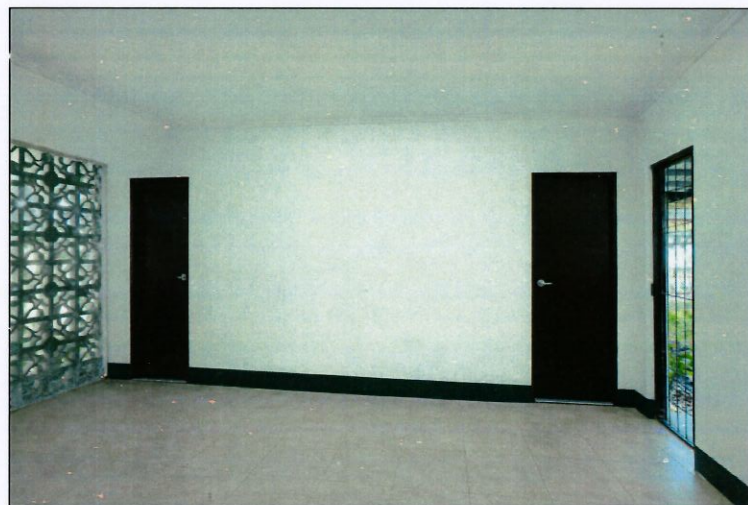
(Include acquisition of equipment, fuel, etc. for materials)

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
Aluminum Cubicle Door (0.60m x 1.40m) with complete accessories	Sets	8		
Aluminum Glass Awning Window (0.60m x 0.40m)	Sets	2		
Cubicle Phenolic HPL Compact Board (12mm, waterproof) with complete heavy duty hardware	Sets	3		
4'x8'x 1/2" thk. Marine Plywood	Pcs	16		
Good Lumber	Bd.ft.	64		
Door Hinges (50mmx101mm)	Set	16		
Doorknob	Set	2		
Door bolt lock with screws	Set	4		
Consumables(nails, sandpaper,saw blades, etc.)				

Total = _____

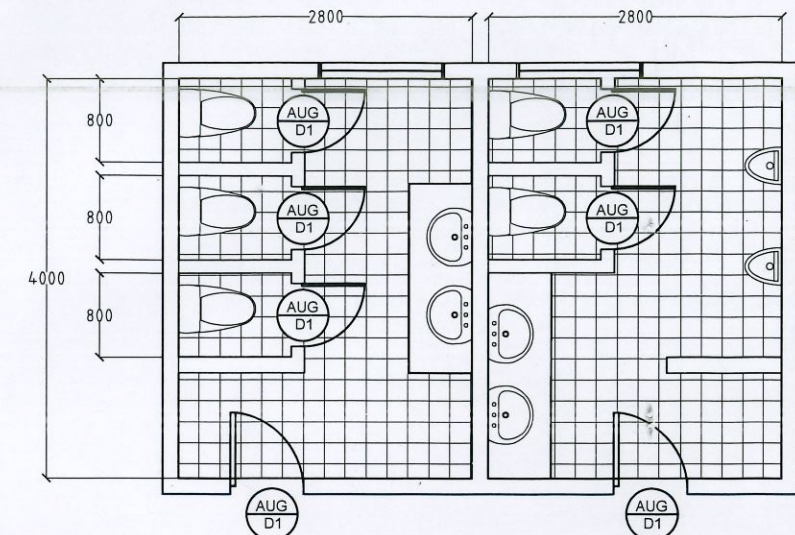


BEFORE PHOTOS
N.T.S.

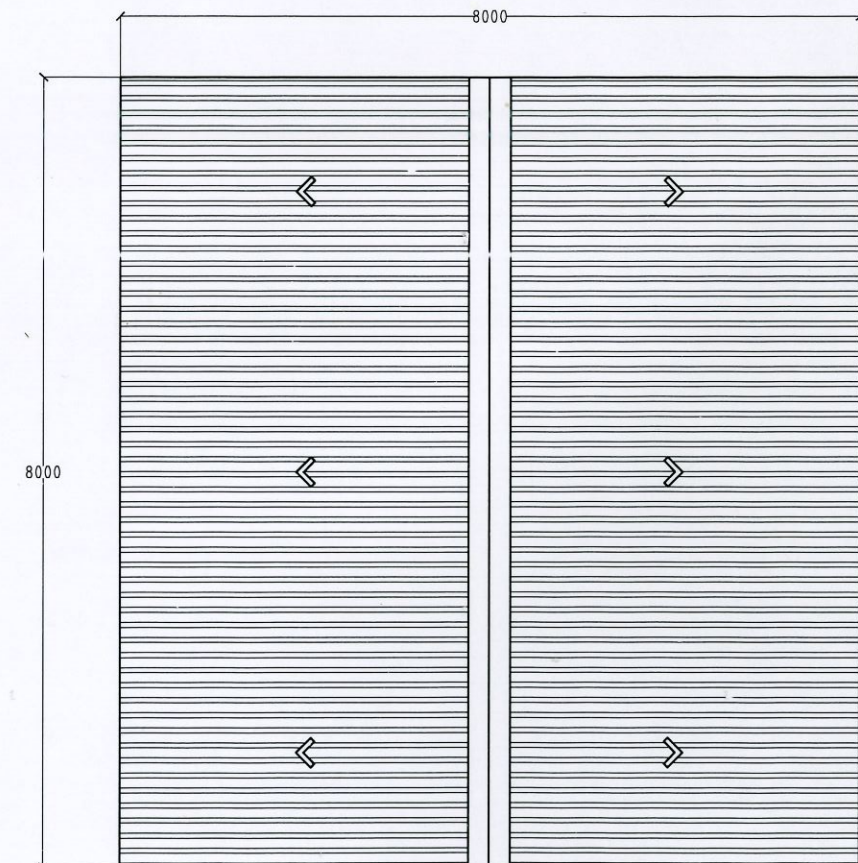


PERSPECTIVE
N.T.S.

- NOTE:
1. ALL COMFORT ROOM CEILINGS ARE SUBJECT FOR REPAIR.
 2. ALL FIXTURES ARE FOR REPLACEMENT.
 3. ROOFING OF AUG BLDG. COMFORT ROOMS ARE FOR REPLACEMENT.
 4. INSTALLATION OF NEW COMFORT ROOM DOORS & CUBICLE DOORS.
 5. VERIFY DIMENSIONS ON SITE.

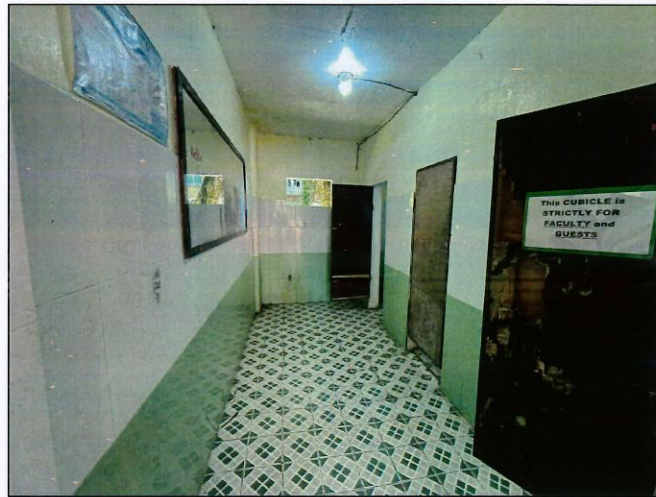


AUG BLDG COMFORT ROOM FLOOR PLAN
N.T.S.



AUG BLDG COMFORT ROOM ROOF PLAN
N.T.S.

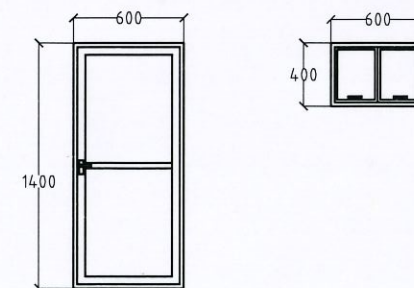
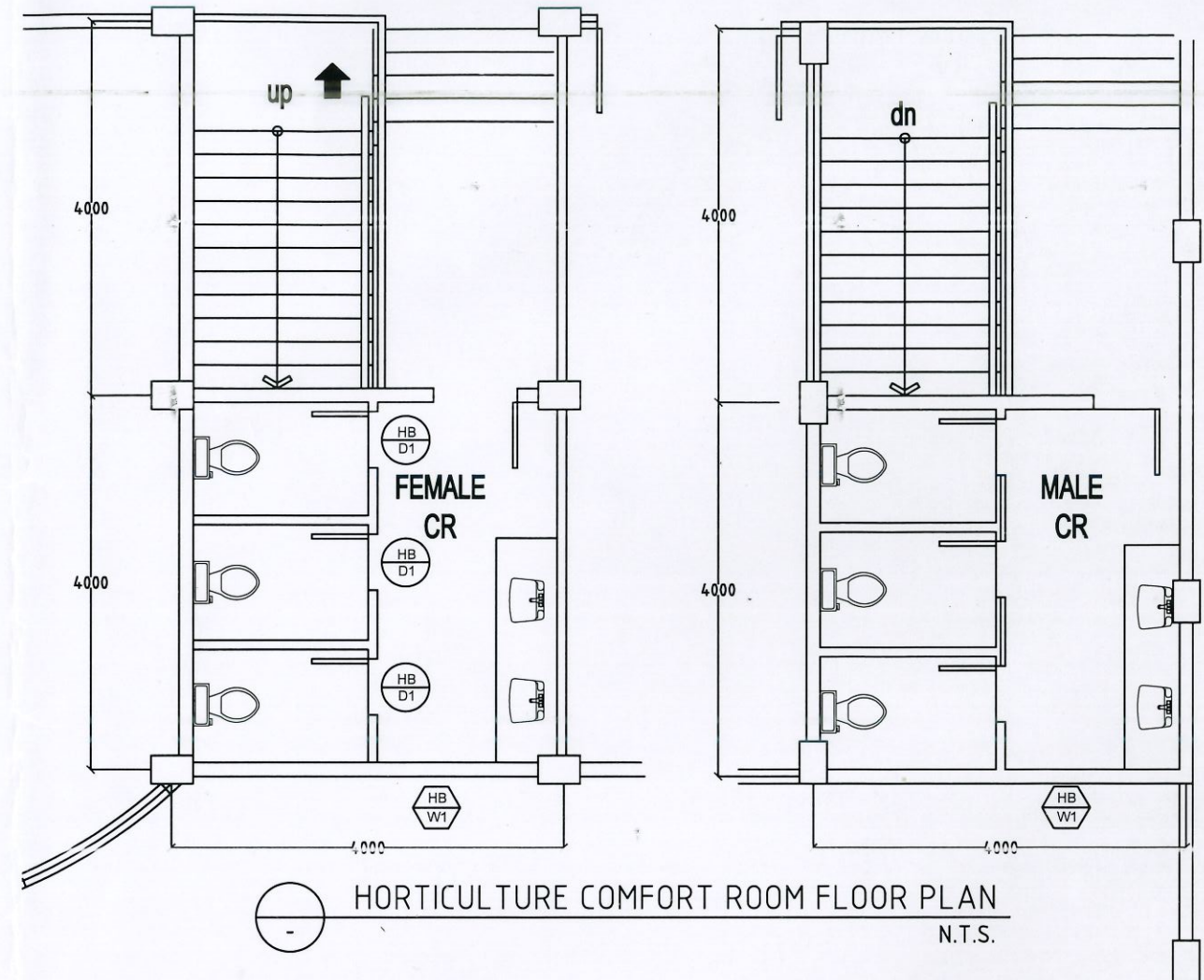
	Project Owner: MINDORO STATE UNIVERSITY Location: MAIN CAMPUS	R.A. 9266, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. 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 MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS Location: BRGY. ALCATE, VICTORIA, ORIENTAL MINDORO	Prepared by: ENGR. MICHELLE J. BERGUERA ADMINISTRATIVE OFFICER IV	Checked and Reviewed by: ENGR. MARK LESTER A. MAGPANTAY PROJECT DEVELOPMENT OFFICER III	Verified by: ENGR. ARVIN P. TOLENTINO DIRECTOR FOR AUXILIARY AND GENERAL SERVICES	Recommending Approval: ROVELYN P. ROXAS OIC - VP FOR ADMIN, FINANCE & OPERATIONS	Approved by: ENYA MARIE D. APOSTOL, Ph.D. UNIVERSITY PRESIDENT	Sheet no: A1
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BEFORE PHOTOS
N.T.S.



PERSPECTIVE
N.T.S.



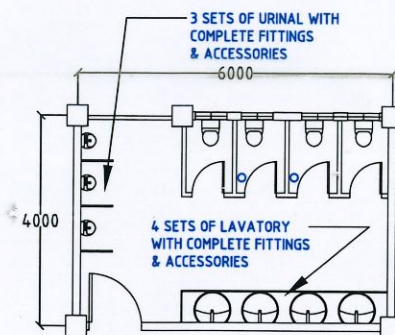
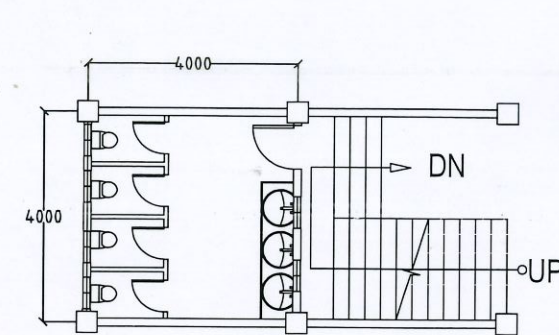
D1	W1
ALUMINUM DOOR	AWNING GLASS WINDOW
CR CUBICLES	ALUMINUM FRAME
AUG & HORTICULTURE BLDG CR	HORTICULTURE BLDG CR
AUG 5 SETS, HORTI 3 SETS	2 SETS

SCHEDULE OF DOORS AND WINDOWS
NTS

- NOTE: Verify condition of plumbing fittings on site.
- FOR REPLACEMENT (FEMALE CR):
- 3 SETS OF ALUMINUM CUBICLE DOORS
 - 3 SETS OF WATER CLOSET (PAIL FLUSH BOWL)
(with complete fittings & accessories)
 - 1 SET OF MIRROR (1.80m x 0.65cm)
- FOR INSTALLATION (MALE CR):
- 3 SETS OF CUBICLES
 - 3 SETS OF WATER CLOSET (PAIL FLUSH BOWL)
(with complete fittings & accessories)
 - 3 SETS OF FAUCET
 - 2 SETS OF LAVATORY (with complete fittings & accessories)
 - 1 SET OF MIRROR (1.80m x 0.65cm)

NOTE: VERIFY DIMENSIONS ON SITE.

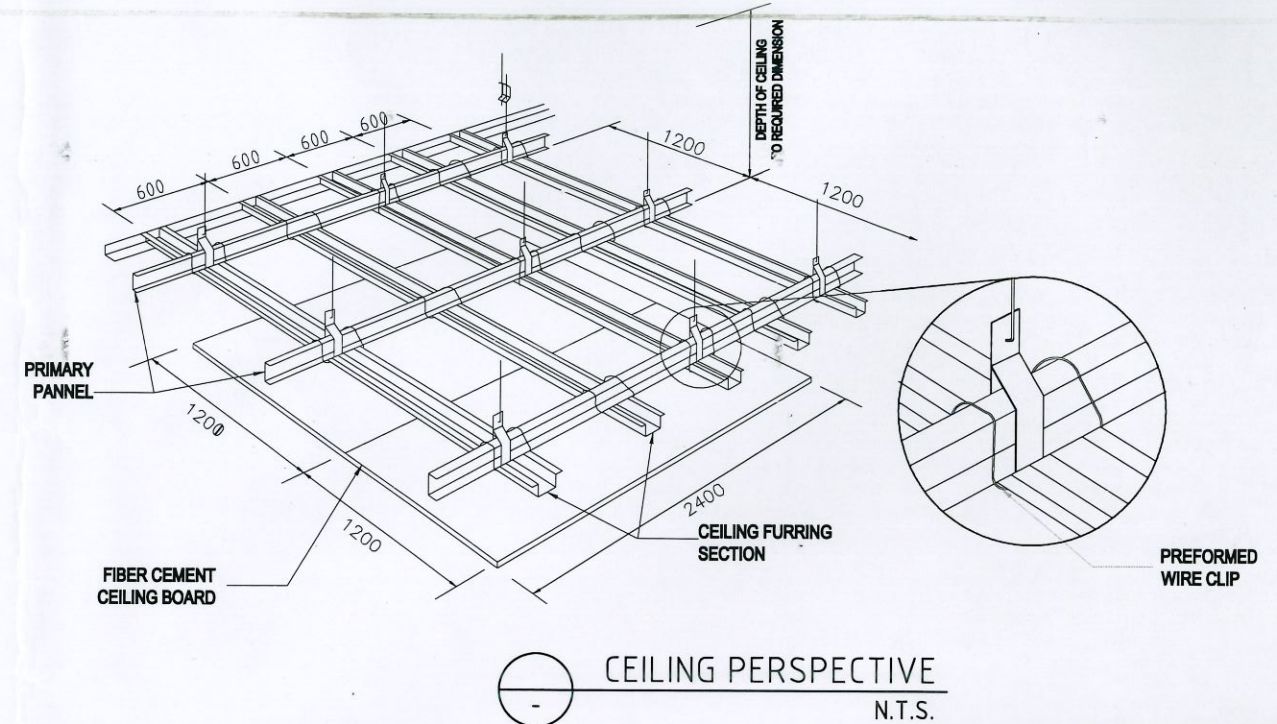
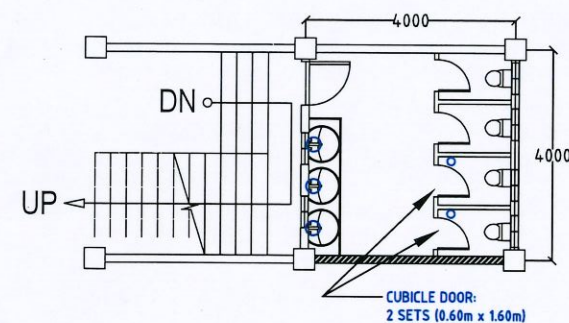
	Project Owner:	R.A. 9266, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the 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:	Prepared by:	Checked and Reviewed by:	Verified by:	Recommending Approval:	Approved by:	Sheet no:
	MINDORO STATE UNIVERSITY Location: MAIN CAMPUS		REPAIR AND MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS Location: BRGY. ALCATE, VICTORIA, ORIENTAL MINDORO	ENGR. MICHELLE J. BERGUERA ADMINISTRATIVE OFFICER IV	ENGR. MARK LESTER A. MACPANTAY PROJECT DEVELOPMENT OFFICER III	ENGR. ARVIN P. TOLENTINO DIRECTOR FOR AUXILIARY AND GENERAL SERVICES	ROVELYN P. ROXAS OIC - VP FOR ADMIN. FINANCE & OPERATIONS	ENYA MARIE D. APOSTOL, Ph.D. UNIVERSITY PRESIDENT	A2



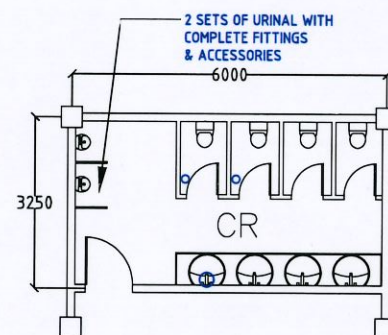
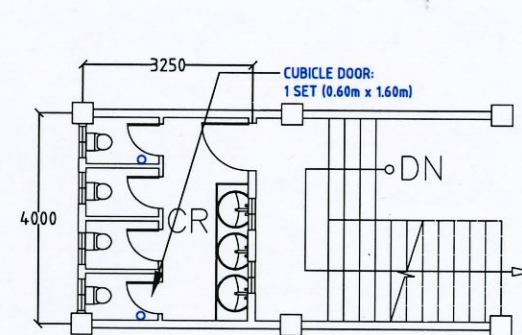
CAAF BLDG CR FLOOR PLAN
GROUND FLOOR N.T.S.

NOTE: Verify condition of plumbing fittings on site.
FOR REPLACEMENT:

1. 4 SETS OF FAUCET (brass type)
2. 2 SETS OF CUBICLE DOORS
3. 7 SETS OF LAVATORY FAUCET
4. 4 SETS OF LAVATORY (with complete fittings & accessories)
5. 3 SETS OF URINAL (with complete fittings & accessories)
6. 3 SETS OF DOORKNOB (heavy duty)
7. ALL COMFORT ROOM CEILING



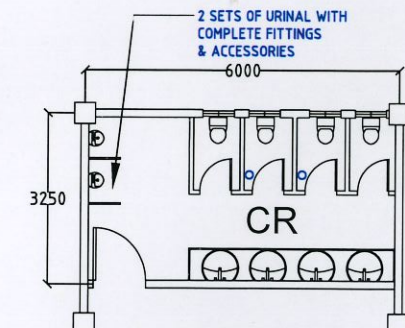
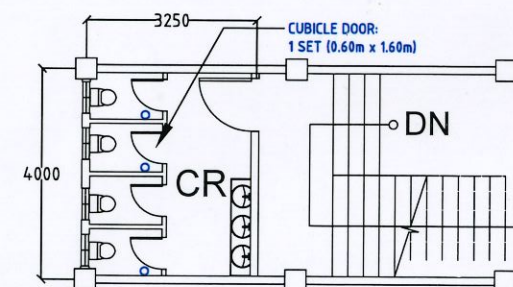
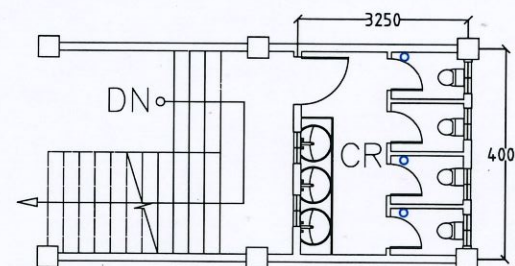
CEILING PERSPECTIVE
N.T.S.



CAAF BLDG CR FLOOR PLAN
SECOND FLOOR N.T.S.

NOTE: Verify condition of plumbing fittings on site.
FOR REPLACEMENT:

1. 7 SETS OF FAUCET (brass type)
2. 1 SET OF CUBICLE DOOR
3. 1 SET OF LAVATORY FAUCET
4. 2 SETS OF URINAL (with complete fittings & accessories)
5. 3 SETS OF DOORKNOB (heavy duty)
6. ALL COMFORT ROOM CEILING



CAAF BLDG CR FLOOR PLAN
THIRD FLOOR N.T.S.

NOTE: Verify condition of plumbing fittings on site.
FOR REPLACEMENT:

1. 8 SETS OF FAUCET (brass type)
2. 1 SET OF CUBICLE DOOR
3. 2 SETS OF URINAL (with complete fittings & accessories)
4. 3 SETS OF DOORKNOB (heavy duty)

NOTE: VERIFY DIMENSIONS ON SITE.



Project Owner:
MINDORO STATE UNIVERSITY

Location:
MAIN 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 MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS

Prepared by:
ENGR. MICHELLE J. BERGUERA
ADMINISTRATIVE OFFICER IV

Checked and Reviewed by:
ENGR. MARK LESTER A. MAGPANTAY
PROJECT DEVELOPMENT OFFICER III

Verified by:
ENGR. ARVIN P. TOLENTINO
DIRECTOR FOR AUXILIARY AND GENERAL SERVICES

Recommending Approval:
ROVELYN H. ROXAS
OIC - VP FOR ADMIN. FINANCE & OPERATIONS

Approved by:
ENYA MARIE D. APOSTOL, Ph.D.
UNIVERSITY PRESIDENT

Sheet no.
A3