



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	RENTALS FOR LIGHTS AND SOUNDS, LED WALL, PHOTO AND VIDEO SERVICES, CATERING SERVICES, PRINTING SERVICES, TAILONG SERVICES AND REAFFIRMATION SUPPLIES FOR VINCULUM 2026
Solicitation	RFQ 2026-0085 A
Place of Delivery	MINSU
Brief Description	RENTALS FOR LIGHTS AND SOUNDS, LED WALL, PHOTO AND VIDEO SERVICES, CATERING SERVICES, PRINTING SERVICES, TAILONG SERVICES AND REAFFIRMATION SUPPLIES FOR VINCULUM 2026
Quantity	EIGHT (8) Lots
Approved Budget for the Contract (ABC)	Php. 1,221,740.00 Lot 1- Sub-lot 2 Php. 115,000.00 Lot 2- Php. 200,000.00 Lot 3- Php. 70,000.00 Lot 4- Sub-lot 1- Php. 80,000.00 Lot 4- Sub-lot 2- Php. 469,000.00 Lot 4- Sub-lot 3- Php. 150,000.00 Lot 5 Php. 60,000.00 Lot 6 Php. 20,700.00 Lot 7 Php. 23,040.00 Lot 8 Php. 34,000.00
Date of Delivery	August 25, 2026 to August 27, 2026

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 August 18, 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
LOT 1- ACCOMMODATION							
Sub-Lot 2 Accommodation for VVIP Visitors	lot	1				()	()
Hotel Accommodation (VVIP) (10 rooms good for 2 nights) sub-total LOT 1 sub-lot 2							
LOT 2- LED WALL RENTAL							
LED Wall Rental	sets	8				()	()
Inclusions: 8 sets P3.9 Led wall 280 panels 2pcs Vx400s Processor 2pcs Laptop Mainline Cables 3box lot of cables Led wall Riser sub-total LOT 2							
LOT 3- LIGHTS AND SOUNDS EQUIPMENT							
Professional Sound System	lot	1				()	()
Inclusions: 8pcs 4 Acoustic Line Array for FOH 2pcs Power Amps for Line Array 4pcs AD 928a Subwoofer 6pcs AD Wedge Monitor Speaker 1pc Midas M32 Live Digital Mixer 1pc Midas DL32 Stage Box 8pcs AMS Wireless Mic with Paddle Antenna 4pcs Mic Stand							



•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City

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BAGONG PILIPINAS

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
Continuation of LOT 3							
Lights and Technical Equipment	lot	1				()	()
Inclusions: 10pcs VLTG beam 290 Moving Head 8 pcs Auto Light Frontal 5 box RMB Led par 1pc Tiger Touch Arena Light Controller 2pcs Art Net for Lights							
Sub-total- Lot 3							
LOT 4- MEALS AND SNACKS (BUFFET ASSISTED)							
sub-lot 1- Day 1 President's Night Reception	pax	100				()	()
Dinner Grilled Pork Skewers in Kare- Kare Sauce Beef in Creamy Mushroom Sauce Roasted Herb Chicken Seafood Stir Fry Vegetables Rice Mango Panna Cotta Water and Juice							
Sub-total- Lot 4:sub-lot 1							
sub-lot 2: Day 2 Leadership Convergence & Investiture Activities							
LEADERSHIP CONVERGENCE						()	()
Breakfast (For VIP) Chicken Adobo Eggs Longganisa Rice Water and Juice Assorted fruits	pax	120					
AM Snacks (Local Participants)	pax	200				()	()
Palabok Bottled Water and Bottled juice							



Webometrics

RANKING OF UNIVERSITIES

MSU-PRO-FR-10.03

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



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BAGONG PILIPINAS

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
Continuation of Lot 4- sub-lot 2:							
AM Snacks (VIP) Aglio Oglio Pasta Chicken Fingers Water and Juice	pax	120				()	()
Lunch (VIP) Garlic Fish Steak Korean Beef Sautéed Creamy Vegetable Rice Mango Tapioca Water and Juice	pax	120				()	()
Lunch (Local Participants) Pandan Chicken Stir Fry Vegetables Rice Water and Juice	pax	200				()	()
INVESTITURE							
PM Snacks (For VIP) Clubhouse Sandwich and fries House blend Iced Tea	pax	120				()	()
Finger Foods (Local Participants)	pax	500				()	()
Fellowship Dinner Sweet Sweet Pork with Cucumber Pan Sired Chicken in Butter Lemon Sauce Roasted Vegetables Rice Tropical Salad Water and Juice	pax	145				()	()
Dinner (Local Participants) Chicken Teriyaki Sauteed Vegetable Rice Water and Juice	pax	500				()	()
sub-total Lot 4:sub-lot 2							
sub-lot 3: Executive Fellowship and Cultural Immersion							





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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
Continuation of LOT 4-sub-lot 3:							
Breakfast (VIP)						()	()
Eggs							
Sausage							
Tocino	pax	120					
Rice							
Assorted Fruits							
Water / Coffee							
Lunch (VIP)						()	()
Beef with Broccoli							
Fish in Black Sauce							
Stir Fry Coconut Shoots	pax	120					
Rice							
Water and Juice							
AM Snacks (VIP)						()	()
Meatball Pasta	pax	120					
Bottled Water and Bottled Juice							
sub-total Lot 4:sub-lot 3							
LOT 5- PHOTO AND VIDEO SERVICES							
Photography and Videography with SDE	lot	1				()	()
sub-total Lot 5							
LOT 6- PRINTING SERVICES							
Proceedings and Publications	lot	1				()	()
inclusions: Tarpaulin (15x20 ft) and Invitation Printing (50 pcs)							
sub-total Lot 6							
LOT 7 - EXHIBIT							
Venetian Printing (4x6 ft)	lot	12				()	()
sub-total Lot 7							
LOT 8- REGALIA TAILORING							
President Regalia	Pc	1				()	()
Guest Regalia	pc	3				()	()
sub-total Lot 8							
--Nothing to follow--							
TOTAL							



•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City

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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:

	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**.
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



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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 Canvasser M. Canvasser
Canvasser

