



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 REGISTRATION KIT, OFFICE SUPPLIES, OTHER SUPPLIES, AND REAFFIRMATION MATERIALS FOR VINCULUM 2026
Solicitation	RFQ 2026-0086
Place of Delivery	MINDORO STATE UNIVERSITY
Brief Description	SUPPLY AND DELIVERY OF REGISTRATION KIT, OFFICE SUPPLIES, OTHER SUPPLIES, AND REAFFIRMATION MATERIALS FOR VINCULUM 2026
Quantity	Four (4) Lots
Approved Budget for the Contract (ABC)	Php. 508,100.00 Lot 1- Php. 185,000.00 Lot 2- Php. 46,250.00 Lot 3- Php. 196,850.00 Lot 4- Php. 80,000.00
Date of Delivery	August 24, 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



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- Registration kit							
Registration Kit (inclusions: Tote Bag with print, personalized Pens, personalized Notepad)	set	250				()	()
Costumized Identification key tag	pcs	120				()	()
<i>sub-total LOT 1</i>							
LOT 2- Office Supplies							
Coupon Bond, A4, subs 20	reams	7				()	()
Coupon Bond, Long, subs 20	reams	7				()	()
Ink, 003 Cyan	bottle	6				()	()
Ink, 003 Magenta	bottle	6				()	()
Ink, 003 Yellow	bottle	5				()	()
Ink, 003 Black	bottles	5				()	()
Ballpen, blue	boxes	8				()	()
lei	pcs	25				()	()
ID Holder with lace	pcs	250				()	()
Vellum Board, Long	reams	4				()	()
Vellum Board, A4	reams	4				()	()
Vellum Board, Short	ream	4				()	()
Tent Card- Transparent - 12x3"	pcs	15				()	()
<i>sub-total LOT 2</i>							
LOT 3- Other Supplies							
Plywood, 1/2"	pcs	50				()	()
Styro Board 1/2, 2x4ft	pcs	70				()	()
Angle Bar- 2x2x1/4	pcs	1				()	()
Metal Black Screw 1.5 inches	boxes	2				()	()
Tubular 1x2x2.0mm	pcs	25				()	()
Tubular 1x1x2.0 mm	pcs	20				()	()
Tubular 2x4x2.0mm	pcs	10				()	()
Mig Wire	boxes	2				()	()



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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:							
Electrode	box	1				()	()
Cutting Disk	box	1				()	()
Bolts and nuts with 2 washer- 10mm	sets	25				()	()
Glue Gun- Big	pcs	5				()	()
Gluestick- Big	pcs	200				()	()
Cutter -small	pcs	10				()	()
Cutter Blade	pcs	5				()	()
Floral Foam	boxes	8				()	()
Roller Brush-4"	pcs	5				()	()
Roller Brush-9"	pcs	5				()	()
Paint Brush- 1"	pcs	5				()	()
Paint Brush- 3"	pcs	10				()	()
Flat white	pail	1				()	()
Acrylic Paint- Dark Ohcre Ag- 406	gal	5				()	()
Tacker	pcs	5				()	()
Tacker Wire	pcs	10				()	()
Alpha geena- Bottle green	rolls	3				()	()
Chicken Wire 4ft width	rolls	1				()	()
Cable Tie- 20 inches (by 100pcs per pack)	packs	10				()	()
Welding Helmet	pc	1				()	()
sub-total LOT 3							
LOT 4 - REAFFIRMATION CEREMONY REQUIREMENTS							
University Ring	pc	1				()	()
University Mace with Stand	pc	1				()	()
University Medallion	pc	1				()	()
sub-total LOT 4							
--Nothing to follow--							
TOTAL							



Webometrics

RANKING WEB
OF UNIVERSITIES

MSU-PRO-FR-10.03

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



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 CHRISTIAN M. MAGSAYSAY
Canvasser

