



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 LABORATORY EQUIPMENT FOR THE CCJE DEPARTMENT OF MINSU CALAPAN CITY CAMPUS
Solicitation	RFQ 2026-0087
Place of Delivery	CALAPAN CITY CAMPUS
Brief Description	SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT FOR THE CCJE DEPARTMENT OF MINSU CALAPAN CITY CAMPUS
Quantity	ONE(1) Lot
Approved Budget for the Contract (ABC)	Php. 292,500.00
Date of Delivery	60 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 SEP 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 F. 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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BAGONG PILIPINAS

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
CAPITAL OUTLAY- TECHNICAL AND SCIENTIFIC EQUIPMNENT							
LATENT PRINT FIELD KITS	sets	2				()	()
LPS800 CONTENTS: Latent Fingerprint Developing and Lifting 1-101L Silk Black Latent Powder, 2 oz. (59ml) 1-103L Indestructible White Latent Powder, 2 oz. (59ml) 1-107L Copper Metallic Latent Powder, 2 oz. (59ml) 1-SB201L Silver/Black Latent Powder, 2 oz. (59ml) 1-SG202L Silver/Gray Latent Powder, 2 oz. (59ml) 5-122L Fiberglass Latent Print Brushes 1-M114L Black Magnetic Latent Powder, 1 oz. (30ml) 1-M116L White Magnetic Latent Powder, 1 oz. (30ml) 1- SBM9 Silver/Black Magnetic Latent Powder, 1 oz. (30ml) 1-125L Standard Magnetic Applicator 1-130LT Transparent Hinge Lifters, 1.5" x 2" (3.8cm x 5.1cm), 24 ea. 6-131LB1 Black Hinge Lifters, 2" x 4"							



•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City

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						YES	NO
*Continuation (5.1cm x 10.2cm) 6-131LW1 White Hinge Lifters, 2" x 4" (5.1cm x 10.2cm) 6-127LW1 White Rubber/Gel Lifters, 2" x 4" (5.1cm x 10.2cm) 6-127LB1 Black Rubber/Gel Lifters, 2" x 4" (5.1cm x 10.2cm) 1-131LT4 Transparent Hinge Lifters, 4" x 4" (10.2cm x 10.2cm), 12 ea. 1-144L Transparent Lifting Tape, 1.5 "x360" (3.8cm * 9.1m) 1-145L Frosted Lifting Tape, 1.5 "x360" (3.8cm * 9.1m) 1- LB0021 Reversible Backing Sheet Pad (50 sheets) Fingerprint Elimination (Crime Scene Access) 1- PFP700 PRINTMATIC™ Flawless Fingerprint 1- FPT270A Elimination Fingerprint Form Pac (50 sheets) 10- FPT1C1 Super Cleaner Towelettes 1-FPT2701 Wallet-Type Vinyl Case Evidence Collection and Identification 1-316M Magnifier, 2.5" (6.3cm) dia. 1- KCP115 LED Penlight							



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*Continuation							
w/batteries 1-603E Evidence Identification Tape, 1 ^ prime prime *50 (2.5cm * 12.7m) 1- KCP1141 Retractable Measuring Tape 1- KCP110 Scissors, 5" (12.7cm) 1- SF00771 Disposable Latent Gloves, Pair 1- KCP116 Notebook 12-ZTE101 Chain of Possession Labels, 3.5 ^ prime prime *4.5^ prime prime 8.9cm x 11.4cm) 12-608E/1 Evidence Tags with Ties 8-620E1 Evidence Bags, 3 ^ prime prime *5^ prime prime (7.6cm * 12.7cm) 8-621E1 Evidence Bags, 4 ^ prime prime *10^ prime prime (10.2cm * 22.9cm) 8-622E1 Evidence Bags, 8 ^ prime prime *12^ prime prime (20.3cm * 30.5cm) Cases 1- KCP152 Molded Polypropylene Case; Dimensions: 8.5 "*4.5"*1.75" 21.6cm x 11.4cm * 4.4cm) 1-LPS8001 Samsonite Focus*2 Black Atta-che Molded Polypropylene, Carrying Case w/ Combination Lock,							



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						YES	NO
*Continuation							
Machined Internal Component Pad; Dimensions: 18" x 13 1/2" x 5 1/4" (45.72cm * 34.29cm * 13.33cm) Weight: 8 lbs. (3.62kg).							
Small Particle Reagent & Iodine Kit, Gunpowder and Trace Metal Detection Kit	unit	1				()	()
Small Particle Reagent: SPR300 CONTENTS: 2- SPR1001 Dark SPR, 500ml 2-SPR2001 White SPR, 500ml 2- KCP220 Dispenser Spray Heads 2- KCP221 Bottles, Plastic for Rinse Water, 500ml 3-SF00771 Disposable Latex Glove, Pairs 1-MB248PS Magic Orange Hand Cleaner, 500ml 1-144L4 Transparent Lifting Tape, 4" x 360" (10.2cm x 9.1m) 6- KCP238 Plastic Sheet, 4" x 10" (10.2cm x 25.4cm), 10 mil 12- FPT1C1 Super Cleaner Towelettes 1-144L2 Transparent Lifting Tape, 2" x 360" (5.1cm x 9.1m) 1-LB0011 Black/Reversible Lifted							





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*Continuation							
Print Back-ing Pad, 5.5" x 8.5" (14cm x 21.6cm), 50 shts. 1-KCP110 Scissors, 5" (12.7cm) 1- KCP223 Towel Storage Box, Plastic 1- SPR300C Texturized, Molded-Plastic Carry-ing Case; Dimensions: 17.5" x 10.125" x 8.875" (44.4cm x 25.7cm x 22.5cm); Weight: 11.2 lbs. (5.1kg) Iodine Kit: LPF100 CONTENTS: 8- DF201 Fumette Disposable Iodine Fuming Guns 8- DCA1 Iodine Print Enhancers 2- SP501 Silver Transfer Plates, 2" x 2" (5.1cm x 5.1cm) 1- SP505 Silver Cleaner/Polish, 2 oz. (59ml) 4- SF00771 Disposable Latex Glove Pairs 1- KCP226 Suction Cup Plate Holder 1-LPF100C Texturized, Molded-Plastic Carry-ing Case; Dimensions: 14.25" x 8.25" x 7" (36.2cm x 20.9cm x 17.8cm); Weight: 2.6 lbs. (1.2kg) Gunpowder: GPD100 CONTENTS: 6- GPD01 Gunpowder							



Webometrics

RANKING WEB OF UNIVERSITIES

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*Continuation Particle Reagent A, 1/6 dram (0.6ml) 6- GPD02 Gunpowder Particle Reagent B, 1 oz. (30ml) 12-GPD03 Gunpowder Detection Paper 1-SB4 Spray Bottle, 4 oz. (118ml) 12-GPD05 Gunpowder Particle Removers 1-GPD100C Molded Copolymer Case w/Molded Plastic Inserts, Dimensions: 12.125" x 7.25" x 4.5" (30.8cm x 18.4cm x 11.4cm); Weight: 3.25 lbs. (1.5kg) Trace Metal Detection Kit: TMDT100 CONTENTS: 12-FPT1 Super Cleaner Towelettes 4-KCP230 AA-Cell Batteries, Alkaline 1- SB4 Spray Bottle, 4 oz. (118ml) 1-SWL100 Shortwave Ultraviolet Light Source, 6V DC, 4-watt bulb 4- TMDT01 Trace Metal Reagents, 1 oz. (30ml) 1- TMDT1001 Carrying Case, Molded Copoly- mer w/Machined Plastic Insert: Dimensions: 12.125" x 7.25" x 5.5" (30.8cm x 18.4cm x 14cm); Weight: 3 lbs. (1.4kg)							



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Nothing follows

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)
()	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**.



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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: _____

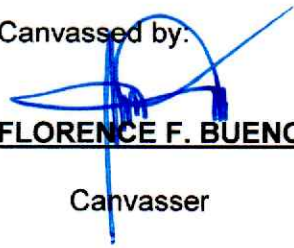
Name of Payee: _____

Tax Identification Number: _____

Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


FLORENCE F. BUENO

Canvasser

Contact Number: 0945-664-3003

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



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