



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	RETROFITTING OF COLUMNS FOR TECHNOLOGY BUILDING AT MINSU CALAPAN CITY CAMPUS
Solicitation	RFQ 2026-0091
Place of Delivery	CALAPAN CITY CAMPUS
Brief Description	RETROFITTING OF COLUMNS FOR TECHNOLOGY BUILDING AT MINSU CALAPAN CITY CAMPUS
Quantity	ONE(1) Lot
Approved Budget for the Contract (ABC)	Php. 1,500,000.00
Date of Delivery	60 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** September 14, 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
B.5- Project Billboard/Sign Board	ea.	1.00				()	()
B.7- Occupational Safety & Health Program	months	1.97				()	()
101- Removal of Structure & Obstruction	lot	1.00				()	()
102- Excavation	m3	18.41				()	()
103- Concrete Works	m3	4.61					
104- Structural Steel Works	kg	6,444.31				()	()
105- Formworks & Falseworks	m2	36.00				()	()
106- Finishing Works	lot	1.00				()	()
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. 06-2020)
()	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)



Webometrics

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()	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



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- 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 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:


FLORENCE F. BUENO
Canvasser

Contact Number: 0945-664-3003

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



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DETAILED ESTIMATES FOR

ITEM NO.

B.5

SPECIFIC
NO.

NAME OF ITEM

Project Billboard/Sign Board

QUANTITY

1.00 ea.

A.

LABOR:

(Exclude acquisition & delivery of materials)

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

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
Printed Tarpaulin	set			
Marine Plywood 1/4"x4'x8'	pc			
Coco Lumber 2"x2"x12'	bdf			
CWN 3"	kg			

Total = _____



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DETAILED ESTIMATES FOR

ITEM NO. B.7 SPECIFIC NO. _____
 NAME OF ITEM Occupational Safety & Health Program QUANTITY 1.97 months

A. LABOR:

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Safety Officer					
First Aider					

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
Safety Shoes (Rental)	pcs			
Safety Helmet (Rental)	pcs			
Safety Gloves (Disposable)	pair			
Safety Vest (Rental)	pcs			
Face Mask (Disposable)	box			

Total: _____



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DETAILED ESTIMATES FOR

ITEM NO. 101 SPECIFIC NO. _____
 NAME OF ITEM Removal of Structure & Obstruction QUANTITY 1.00 lot.

A. LABOR:

(Exclude acquisition & delivery of materials)

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

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT

Total = _____



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DETAILED ESTIMATES FOR

ITEM NO. 102 SPECIFIC NO. _____
 NAME OF ITEM Excavation QUANTITY 18.41 m3

A. LABOR:

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Foreman					
Laborer					

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT

Total = _____



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DETAILED ESTIMATES FOR

ITEM NO.

103

SPECIFIC
NO.

NAME OF ITEM

Concrete Works

QUANTITY

4.61 m3

A.

LABOR:

(Exclude acquisition & delivery of materials)

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

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
Portland Cement	bags			
Sand	m3			
Gravel	m3			
Consumables (construction pail, etc.)				

Total = _____



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DETAILED ESTIMATES FOR

ITEM NO.	104	SPECIFIC NO.	
NAME OF ITEM	Structural Steel Works	QUANTITY	6,444.31 kg

A.

LABOR:

(Exclude acquisition & delivery of materials)

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

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
16mm RSB G60	kg			
12mm RSB G40	kg			
16mm thk Gusset Plate	kg			
HSS 250x125x9.5mm	kg			
12-250mm x 1000mm x 50mm MS Plate	kg			
12-1000mm x 870mm x 25mm thk MS Plate	kg			
5/8" x 10" Chemical Bolt w/ Nut and Washer	pc			
Injectible Mortar Epoxy (Hilti RE 500 V3)	set			
Manual Dispenser for Injectible	set			
Red Oxide Metal Paint	gal			
Quick Drying Enamel Paint	gal			
Paint Thinner	L			
Tinting Color	gal			
Welding Rod	kg			
Paint Brush #4	pc			
Paint Brush #3	pc			
Paint Brush #2	pc			
16mm Metal Drill Bit	pc			
18mm Masonry Drill Bit	pc			
Consumables (oxygen, acetylene, etc.)				

Total = _____





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DETAILED ESTIMATES FOR

ITEM NO. 105 SPECIFIC NO. _____
NAME OF ITEM Formworks & Falseworks QUANTITY 36.00 m2

A. LABOR:

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DATE	AMOUNT
Installation:					
Foreman					
Skilled					
Laborer					
Stripping:					
Foreman					
Laborer					

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
3/4" thk. Phenolic Board	pcs			
Coco Lumber	bdf			
Assorted Common Wire Nails	kg			
Consumables				

Total = _____



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DETAILED ESTIMATES FOR

ITEM NO.	106	SPECIFIC NO.	
NAME OF ITEM	Finishing Works	QUANTITY	1.00 lot

A. LABOR:

(Exclude acquisition & delivery of materials)

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

D. MATERIALS:

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

DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT
CHB 4"	pc			
Portland Cement	bags			
Sand	m3			
Gravel	m132			
10mm x 6m deformed bar	kg			
Tie Wire #16	kg			
Concrete Neutralizer	gal			
Concrete Sealer/Primer	gal			
Patching Compound	kg			
Semi-Gloss Latex (two coats)	gal			
Epoxy Adhesive (Structural)	L			
Consumables (paint brush, roller, paint tray, bar cutter, etc.)				

Total = _____





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MAIN CAMPUS

R.A. 1096, Art. 3, Sec. 20
Changes and amendments only signed, stamped or
initialed, and countersigned of the President, Vice
President and the members of the Board of Regents
shall be valid for the purpose of the law. It shall be
null and void if the same are not countersigned by the
President, Vice President or the members of the Board
of Regents.

RETOFITTING OF COLUMNS FOR TECHNOLOGY BUILDING AT MINSU CALAPAN CITY CAMPUS

SOURCE: MINSU CALAPAN CITY CAMPUS

ENGR. JOAQUIN F. M. OUTIERREZ, Engr.
PROJECT DEVELOPMENT OFFICER II

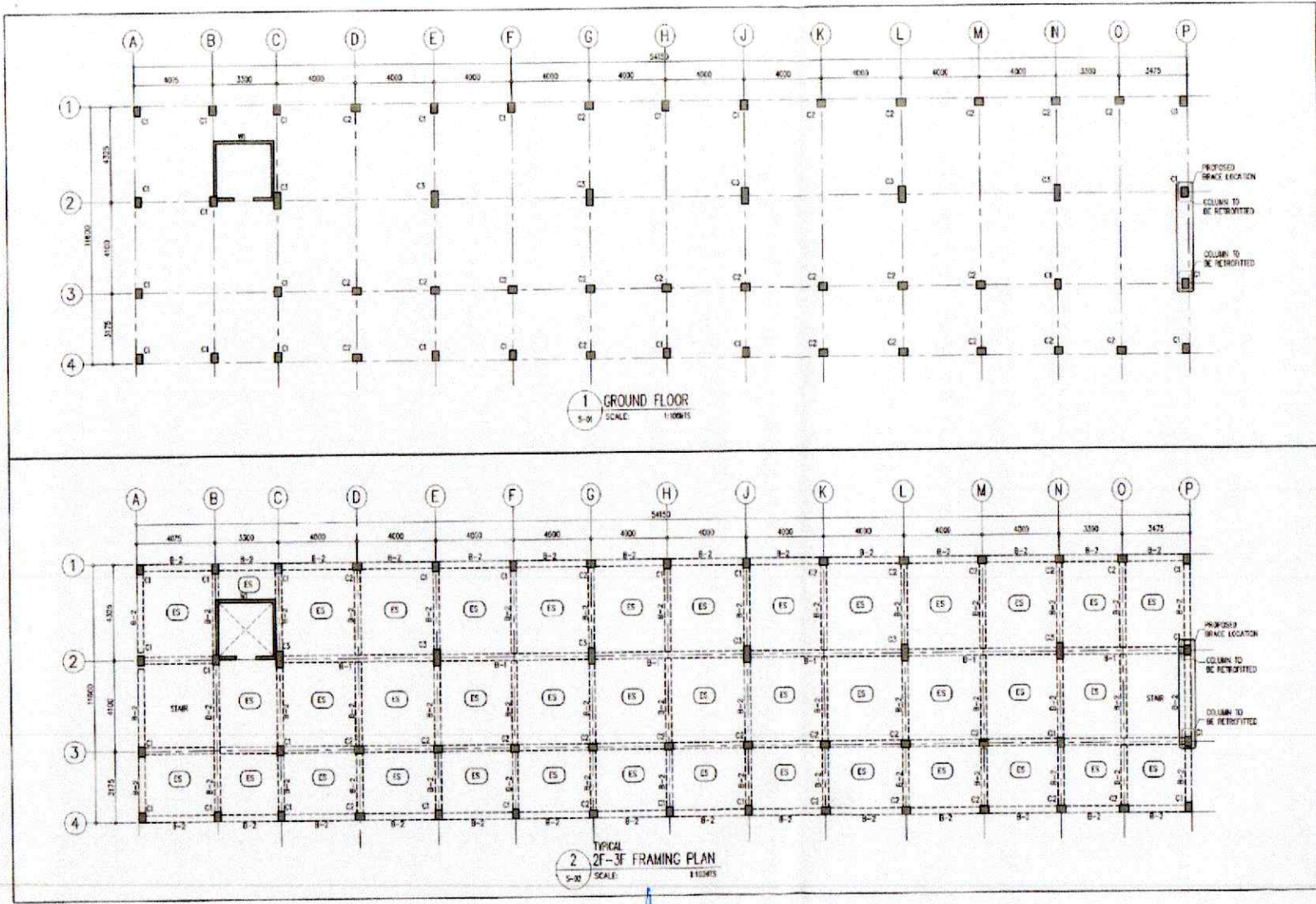
ENGR. MARK STEVENA MAGPANTAY
PROJECT DEVELOPMENT OFFICER II

EDGARDO S. AGONCILLO
OIC, DIRECTOR FOR AUDITARY AND
PHYSICAL FACILITIES

ROVER M. PROXAS
OIC, VICE PRESIDENT FOR ADMIN.
FINANCE & OPERATIONS

ENYA MARELO AMOSIOL, Ph.D.
SUC PRESIDENT III

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