



MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro 5205 Philippines

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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 IMPROVEMENT OF RESEARCH BUILDING COMFORT ROOMS AT MINSU CALAPAN CITY CAMPUS
Solicitation	RFQ 2026-0096
Place of Delivery	MINSU CALAPAN CITY CAMPUS
Brief Description	REPAIR AND IMPROVEMENT OF RESEARCH BUILDING COMFORT ROOMS AT MINSU CALAPAN CITY CAMPUS
Quantity	ONE(1) LOT
Approved Budget for the Contract (ABC)	Php. 180,000.00
Date of Delivery	12 days upon conform of Notice to Proceed

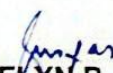
Please quote your **lowest price** on the attached bid form and submit personally/through email your **SEALED QUOTATION not later than on 9:00 am 12 OCT 2026** at the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro.

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

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



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
101-Flooring & Tile Works	sq.m	32.40				()	()
102-Ceiling Works (Inc. wall design)	sq.m	4.30				()	()
103- Doors and Windows	lot	1.00				()	()
104-Plumbing Works	lot	1.00				()	()
105-Electrical Works	lot	1.00				()	()
--Nothing to 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) (for ABC Php. 500,000 and above)
()	Notarized Omnibus Sworn Statement (for ABC 50k and above; as lot basis) with Government-Issued ID with signature and Corporate Secretary Certificate (if Corporation)
	SECONDARY REQUIREMENT (If the TWG requires clarification)
()	BIR Certificate of Registration (BIR 2303) (Updated & Original or CTC)



()	Brochure / Specify the Specific Brand or Model in the RFQ (if applicable) (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 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:

Contact Number: 0945-664-3003

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

FLORENCE F. BUENO

Canvasser

DETAILED ESTIMATES FOR

ITEM NO.	101	SPECIFIC NO.	
NAME OF ITEM	FLOORING & TILE WORKS	QUANTITY	32.40 sq.m.

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					



•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City

MSU-PRO-FR-10.03



B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor tools (10% of Labor Cost)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Floor Tiles 30cm x 30cm (Anti-skid- CR)	pcs			
Wall Tiles 30cm x 30cm	pcs			
Tile Adhesive	bags			
Tile Grout (2kg)	pack			
Portland Cement	bags			
Sand	cu.m.			
Gravel	cu.m.			
Consumables (Tile Spacers, leveling clips and wedges, grinding discs, tile cleaner, notched towel, rubber mallet, etc.				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



DETAILED ESTIMATES FOR

ITEM NO.	102	SPECIFIC NO.	
NAME OF ITEM	CEILING WORKS (INC. WALL DESIGN)	QUANTITY	4.30 sq.m

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor Tools (10 % of Labor Cost)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
WPC Panels (2.9m x 0.25m)	pcs			
Metal Furring (0.50mm x 20mm x 50mm)	pcs			
Carrying Channels (0.80mm x 12mm x 38mm)	pcs			
Channel Clip	pcs			
Wall Angle	pcs			
1" Metal Screw	pcs			
Consumables (screws, hanger wire, adhesives, etc.)	pcs			
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



DETAILED ESTIMATES FOR

ITEM NO.	103	SPECIFIC NO.	
NAME OF ITEM	DOORS AND WINDOWS	QUANTITY	1.00 lot

A. LABOR:

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor Tools					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Flush Door (0.70m x 2.10m)	set			
Flush Door (0.70m x 2.10m) w/ complete accessories	set			
Door Hardware Rail Kit Carbon Steel Black Sliding Door	set			
Consumables (nails, sealants, adhesive, marker, etc.)				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



DETAILED ESTIMATES FOR

ITEM NO.	104	SPECIFIC NO.	
NAME OF ITEM	PLUMBING WORKS	QUANTITY	1.00 lot

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor Tools (10% of Labor Cost)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
3" PVC Pipe (orange)	pcs			
3" dia. PVC Elbow 90 deg.	pcs			
3" dia. PVC Tee	pcs			
2" PVC Pipe (orange)	pcs			
4" dia. PVC Clean-out w/ Plug & Sealing Ring	pcs			
4" x 4" Stainless Steel Floor Drain Strainer	pcs			
2" dia. PVC Floor Drain P-Trap	pcs			
½" High Density Polyethylene (HDPE) Pipe, S40	m			
½" dia. G.I. Elbow 90 deg. (HD)	pcs			
½" dia. G.I. Tee (HD)	pcs			
Basic Two-piece Water Closet	set			
Wall-Hung Ceramic Urinal (Standard Type)	set			
Lavatory Faucet	set			
Toilet Paper Holder (Steel)	set			



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Mirror (2-0.80m x 0.65m)	sqft			
Basic Plastic Handheld Bidet	set			
Bronze Faucet	set			
Wall-hung Soap Holder	set			
PVC Vanity Wall Hung Cabinet (Lavatory Included)	set			
Consumables (fitting connectors, adhesive, sealants, etc.)				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____

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	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					





B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor Tools (10% of Labor Cost)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Center Light	set			
Three Gang Switch	pcs			
Two Gang Switch	pcs			
THN Stranded Cu. Wire 12.0mm2	meters			
THN Stranded Cu. Wire 14.0mm2	meters			
Flexible Hose	meters			
Consumables (Electrical Tape, Cable ties, Screws, Clips, Conduit Connectors, etc.)				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____

