



MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro 5205 Philippines

universitypresident@minsu.edu.ph



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BAGONG PILIPINAS

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 MAINTENANCE OF BANANA TISSUE CULTURE LABORATORY AT MINSU MAIN CAMPUS
Solicitation	RFQ 2026-0098
Place of Delivery	MINSU VICTORIA (MAIN CAMPUS)
Brief Description	REPAIR AND MAINTENANCE OF BANANA TISSUE CULTURE LABORATORY AT MINSU MAIN CAMPUS
Quantity	ONE(1) LOT
Approved Budget for the Contract (ABC)	Php. 200,578.00
Date of Delivery	15 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** OCT 16 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

Oct 16, 2026



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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
101- CARPENTRY WORKS	SQ.M	108.00				()	()
102-ROOFING WORKS	SQ.M.	135.00				()	()
--Nothing to follow--							
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





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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





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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 _____.

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:

MARK CHRISTIAN M. MAGNAYE

Canvasser

Contact Number: 0945-664-3003

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





DETAILED ESTIMATES FOR

ITEM NO.	101	SPECIFIC NO.	
NAME OF ITEM	CARPENTRY WORKS	QUANTITY	108.00 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 (please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Marine Plywood 4'x8'x1/4"	Pcs			
Good Lumber 2"x3"x12'	Pcs			
Good lumber 2"x2"x12'	Pcs			
Good lumber 1"x10"x12'	Pcs			
CWN#1	Kg			
CWN#2	Kg			
CWN#3	Kg			
Concrete Nail	Kg			



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Continuation for 101:				
Solignum	gal			
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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DETAILED ESTIMATES FOR

ITEM NO.	102	SPECIFIC NO.	
NAME OF ITEM	ROOFING WORKS	QUANTITY	135.00 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 (Please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Pre-painted Currogated Sheet 0.50 mm x10'	Pcs			
Ridge roll 0.60mm x 8'(pre painted)	Pcs			
Plain G.I. sheet 4'x8' (pre painted)	Pcs			
Roof Sealant	Ltr			
Umbrella Nail	Kg			
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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