



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	PROCUREMENT AND DELIVERY OF SUPPLIES AND EVENT MATERIALS, SUBLIMATION POLO SHIRT AND FUEL FOR TES CONGRESS 2026
Solicitation	RFQ 2026-0107
Place of Delivery	MINSU CALAPAN CITY CAMPUS
Brief Description	PROCUREMENT AND DELIVERY OF SUPPLIES AND EVENT MATERIALS, SUBLIMATION POLO SHIRT AND FUEL FOR TES CONGRESS 2026
Quantity	THREE (3) LOTS
Approved Budget for the Contract (ABC)	Lot 1- Php 56,000.00 Lot 2- Php 78,540.00 Lot 3- Php 61,000.00 Total- Php 195,540.00
Date of Delivery	October 28-30, 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 22 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

BID FORM



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•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



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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
LOT 1-SUBLIMATION POLO SHIRT FOR FACILITATORS and GUEST							
Sublimation Polo Shirt	pcs	70				()	()
LOT 2-SUPPLIES AND MATERIALS							
Tarpaulin Back Printing 10 x 10 Ft (sining at lente / PITIK, hIBLA/ Iskript to skreen, welcome in convention, This way to, signature commitment wall)	pcs	5				()	()
10x20 Photo Wall	pcs	2				()	()
2x6 Banner	pcs	10				()	()
3x5 for mobility	pcs	7				()	()
Flat White	pail	1				()	()
Paint Roller 9" Inches	pcs	4				()	()
Styro Board 1/2 inches , 2x4ft	pcs	30				()	()
Cake Board	pcs	10				()	()
Glue Stick - big	pcs	100				()	()
Tacker	pcs	4				()	()
Tacker Wire	boxes	10				()	()
S4S (10ft)	pcs	10				()	()
Floral Foam	boxes	6				()	()
Plastic Straw - kl Big roll	rolls	3				()	()
Clear epoxy glue - 15 grams tube set	pcs	10				()	()
2x2 coco lumber	pcs	30				()	()
Nail (3 inches)	kilos	2				()	()
Banana Chips (12pcs)	packs	5				()	()
Pakudos Bracelet	pcs	20				()	()



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BAGONG PILIPINAS

Abaniko	pcs	20				()	()
LOT 3-EVENT MATERIALS							
Garbage bag - xl	rolls	20				()	()
Permanent Marker	pcs	10				()	()
Staple Wire (5000pcs) - no. 35	boxes	3				()	()
Assorted Colored Paper -a A4	reams	30				()	()
Bond Paper Long	reams	5				()	()
Kraft Folder Long	pcs	50				()	()
Expanding Envelop -Kraft	pcs	20				()	()
Lei	pcs	25				()	()
Disposable Cups (50pcs per pack)	packs	30				()	()
Purified Water (refill)	gallons	40				()	()
Sticker Paper	packs	20				()	()
Double sided tape	pcs	20				()	()
Vellum Board - Long	reams	2				()	()
Vellum Board - Short	ream	1				()	()
Detergent Powder	kilos	3				()	()
Satin Ribbon - 1" Red	rolls	2				()	()
Matte Photopaper - A4	packs	10				()	()
Vellum Board -A3	packs	20				()	()
Satin Photo Paper -A3	packs	15				()	()
Vinyl Sticker - A4	packs	5				()	()
Crystal Trophy	pcs	7				()	()
--Nothing to follows--							
TOTAL							



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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:


FLORENCE F. BUENO
Canvasser

Contact Number: 0945-664-3003

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

