



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 OFFICE SUPPLIES FOR VARIOUS COLLEGES AND OFFICES AT MINSU BONGABONG CAMPUS
Solicitation	RFQ 2026-108
Place of Delivery	MINSU BONGABONG
Brief Description	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR VARIOUS COLLEGES AND OFFICES AT MINSU BONGABONG CAMPUS
Quantity	ONE (1) LOT
Approved Budget for the Contract (ABC)	Php. 446,840.00
Date of Delivery	30 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 October 26, 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

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
Archfile Horizontal Long 3"	Pc	100				()	()
Assorted Colored Paper	Ream	2				()	()
Ballpen - (I-Gel GI 165) blue (12'S)	box	15				()	()
Ballpen Black (12's)	box	6				()	()
Ballpen Blue (12's)	box	5				()	()
Binder Clip (1 1/4)	box	25				()	()
Binder Clip (15mm)	box	25				()	()
Binder Clip (19mm)	box	26				()	()
Binder Clip (2 inches)	box	20				()	()
Calculator, 12 digits, 2 way power source	pc	3				()	()
Carbon Film (Blue) Legal (100's)	pack	2				()	()
Certificate Holder - A4	pc	25				()	()
Certificate Holder, Long	pc	10				()	()
Clear Folder, long	pc	200				()	()
Clear folder, short	pc	20				()	()
Clipboard with cover	pc	20				()	()
Correction Fluid	pc	20				()	()
Correction Tape	pc	30				()	()
Coupon Bond A4 S 20	ream	220				()	()
Coupon Bond Long Subs 20	ream	459				()	()
Coupon Bond Short Subs 20	ream	116				()	()
Date Stamp	pc	2				()	()
Double sided tape 1"	pc	5				()	()
Double sided tape 1/2"	pc	25				()	()
Envelope W/ Garter - Long/Brown	pc	252				()	()
Envelope W/ Garter - Long/Green	pc	150				()	()
Expanded Folder (Long) Green	pc	105					
Fastener Coated	box	10				()	()
Flashdrive, USB-OTG 128gb	pc	1				()	()
Folder Expanded (Green)	pc	150				()	()



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BAGONG PILIPINAS

Glue (240g)	btll	8				()	()
Glue Gun, heavy duty	pc	2				()	()
Glue Stick	pc	20				()	()
Highlighter (yellow-green)	pc	31				()	()
Ink #003 Black	btll	35				()	()
Ink #003 Cyan	btll	27				()	()
Ink #003 Magenta	btll	27				()	()
Ink #003 Yellow	btll	27				()	()
Ink BT 5000 Magenta	btll	8				()	()
Ink BT 5000 Yellow	btll	8				()	()
Ink BT 5000 Cyan	btll	8				()	()
Ink BT D60 Black	btll	10				()	()
Loose Leaf Folder	pc	25				()	()
Magazine Box - Single Green/Black Color	pc	20				()	()
Marker, Highlighter hedge-tip	pc	25				()	()
Masking Tape 1"	pc	5				()	()
Memory Card, 512gb	pc	2				()	()
Padding glue, 500g	btll	2				()	()
Paper Vinyl-Coated Clip (big) (48mm)	box	50				()	()
Paper Vinyl-Coated Clip (Small) (32mm)	box	50				()	()
Paperbag Cord 8mm	pc	20				()	()
Pen, pigment ink, 0.3, BLUE	pc	100				()	()
Pencil #2 12's	box	15				()	()
Pencil Sharpener, Rotary w/ clamp (heavy duty)	pc	5				()	()
Permanent Marker (fine) 12's	box	3				()	()
Permanent Marker Black (Broad) 12's	box	5				()	()
Photopaper, glossy, A4	pack	4				()	()
Plastic Cover	roll	1				()	()
Push Pin	box	10				()	()
Receive Stamp	pc	2				()	()
Record Book 200 pages	pc	17				()	()
Record Book 500 pages	pc	30				()	()
Record Book, Landscape, 300 pages	pc	10				()	()
Scissor Big	pc	10				()	()
Scotch Tape 1"	rolls	20				()	()
Scotch Tape 2"	rolls	17				()	()
Sign Pen (Blue) 12's	box	4				()	()
Stapler with remover	pc	21				()	()
Stapler Long-Arm (heavy duty)	pc	1				()	()





Staple Wire # 35	box	10				()	()
Staple Wire # 23/13	box	10				()	()
Stamp Pad Felt Pad #2	pc	4				()	()
Stamp pad ink 60ml, BLUE	btll	2				()	()
Sticker Paper (A4 Matte 10'S)	pack	50				()	()
Sticky Note (3X3)	pad	50				()	()
Sticky Tab (Index Arrow Flags)	pad	50				()	()
Tape Dispenser	pc	5				()	()
Tray, 3-layer metal file desk organizer	pc	5				()	()
Triangular Scale Ruler	pc	3				()	()
Thumb tacks	box	20				()	()
Vellum Paper, long (180gsm) 10's	pack	20				()	()
Vellum Paper, A4 (180gsm) 10's	pack	5				()	()
Whiteboard Marker 12's	box	5				()	()
--Nothing to follow--							
TOTAL							

General Conditions

- 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.
- 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 (for 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 _____.

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

GRACIELLE ANN MARIE M. LANDICHO

Canvasser

