



## 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;

|                                               |                                                                                    |
|-----------------------------------------------|------------------------------------------------------------------------------------|
| <b>Name of Project</b>                        | SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SPORTS EQUIPMENT FOR MINSU BONGABONG CAMPUS |
| <b>Solicitation</b>                           | RFQ 2026-109                                                                       |
| <b>Place of Delivery</b>                      | MINSU BONGABONG                                                                    |
| <b>Brief Description</b>                      | SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SPORTS EQUIPMENT FOR MINSU BONGABONG CAMPUS |
| <b>Quantity</b>                               | ONE (1) LOT                                                                        |
| <b>Approved Budget for the Contract (ABC)</b> | Php. 411,133.00                                                                    |
| <b>Date of Delivery</b>                       | 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





# MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro 5205 Philippines

✉ universitypresident@minsu.edu.ph

🌐 www.minsu.edu.ph

☎ +63 977 846 72 28



## BID FORM

| Item/s and Specification/s<br>(minimum)            | Unit   | Qty. | Brand /<br>Specification | Unit<br>Price<br>(VAT<br>inclusive) | Total<br>Amount<br>(VAT<br>inclusive) | Compliance<br>with<br>Technical<br>Specifications<br>(please<br>check) |     |
|----------------------------------------------------|--------|------|--------------------------|-------------------------------------|---------------------------------------|------------------------------------------------------------------------|-----|
|                                                    |        |      |                          |                                     |                                       | YES                                                                    | NO  |
| Training Cone 12"                                  | set    | 5    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Agility Training Ladder                            | set    | 5    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Training Hurdles 36"                               | set    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Training Hurdles 24"                               | set    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Medicine Ball (4.5kg – 7.5 kg)                     | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Whistle (dolphin B)                                | pcs    | 12   |                          |                                     |                                       | ( )                                                                    | ( ) |
| Referee warning card                               | sets   | 3    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Linesman Red flaglets                              | pairs  | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Portable ball pump with needle                     | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Volleyball antenna                                 | tube   | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Shuttlecock (Indoor)                               | bundle | 5    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Shuttlecock (Outdoor)                              | bundle | 10   |                          |                                     |                                       | ( )                                                                    | ( ) |
| Badminton net                                      | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Basketball men (size-7)                            | pcs    | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Basketball women (size-6)                          | pcs    | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Basketball ring net                                | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Folding chess board (39x39cm)                      | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Sepak takraw ball (green, fiber<br>synthetic ball) | pcs    | 6    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Sepak takraw net (green, 27inches<br>x 15 feet)    | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| White three-star ping pong ball                    | sets   | 3    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Orange three-star ping pong ball                   | sets   | 3    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Table tennis net and post                          | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Volleyball (yellow, blue)                          | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Beach volleyball (yellow blue white)               | pcs    | 3    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Volleyball net (tournament size)                   | pcs    | 4    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Sit Up Bench with 3kg Weights                      | set    | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Arnis head gear (small 1red, 1blue)                | pairs  | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Arnis head gear (medium 1red,<br>1blue)            | pcs    | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Arnis body armor (small 1red,<br>1blue)            | pcs    | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |
| Arnis body armor (medium 1red,<br>1blue)           | pcs    | 2    |                          |                                     |                                       | ( )                                                                    | ( ) |





|                                             |        |    |  |  |  |     |     |
|---------------------------------------------|--------|----|--|--|--|-----|-----|
| Arnis arm guard (small 1red, 1blue)         | pairs  | 2  |  |  |  | ( ) | ( ) |
| Arnis arm guard (medium 1red, 1blue)        | pairs  | 2  |  |  |  | ( ) | ( ) |
| Arnis shin guard (small 1red, 1blue)        | pairs  | 2  |  |  |  | ( ) | ( ) |
| Arnis shin guard (medium 1red, 1blue)       | pairs  | 2  |  |  |  | ( ) | ( ) |
| Arnis head gear (small)                     | pc     | 2  |  |  |  | ( ) | ( ) |
| Padded stick armor (3 red, 3 blue)          | pairs  | 6  |  |  |  | ( ) | ( ) |
| Mega box rack                               | pc     | 10 |  |  |  | ( ) | ( ) |
| Wheeled ball cart                           | pcs    | 4  |  |  |  | ( ) | ( ) |
| Flipped Scoreboard                          | pcs    | 4  |  |  |  | ( ) | ( ) |
| Javelin Aluminum Alloy 800g                 | pc     | 1  |  |  |  | ( ) | ( ) |
| Javelin Aluminum Alloy 600g                 | pc     | 1  |  |  |  | ( ) | ( ) |
| Discus 2kg                                  | pc     | 1  |  |  |  | ( ) | ( ) |
| Discus 1 kg                                 | pc     | 1  |  |  |  | ( ) | ( ) |
| Shot Put Ball 4kg                           | pc     | 1  |  |  |  | ( ) | ( ) |
| Shot Put Ball 7kg                           | pc     | 1  |  |  |  | ( ) | ( ) |
| Digital Chess Clock Count Up and Down Timer | pcs pc | 4  |  |  |  | ( ) | ( ) |
| --Nothing to follow--                       |        |    |  |  |  |     |     |
| <b>TOTAL</b>                                |        |    |  |  |  |     |     |

## 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:

|     |                                                                                                                                                                              |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <b>PRIMARY REQUIREMENTS from(Section 4.1 of GPPB Circular No. 06-2026)</b>                                                                                                   |
| ( ) | Duly signed Original Copy/Certify True Copy of <b>Request for Quotation (RFQ)</b> . Prices shall be quoted in                                                                |
| ( ) | <b>PhilGEPS Platinum Certificate of Registration/ PhilGEPS Registration Is RED (Updated &amp; Original or CTC)</b>                                                           |
| ( ) | <b>Business/ Mayor's Permit (Updated &amp; Original or CTC)</b>                                                                                                              |
| ( ) | <b>PCAB License( if infrastructure)(Updated &amp; Original or CTC)</b>                                                                                                       |
| ( ) | <b>Professional License/ CV (if Consulting) (Updated &amp; Original or CTC)</b>                                                                                              |
| ( ) | <b>Latest Income / Business Tax Return (Updated &amp; Original or CTC) (for ABC Php. 500,000 and above)</b>                                                                  |
| ( ) | <b>Notarized Omnibus Sworn Statement (for ABC 50k and above; as lot basis) with Government-Issued ID with signature and Corporate Secretary Certificate (if Corporation)</b> |
|     | <b>SECONDARY REQUIREMENT (for the TWG requires clarification)</b>                                                                                                            |





|     |                                                                                                                                                                                                                                                                                                                                                   |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ( ) | <b>BIR Certificate of Registration (BIR 2303) (Updated &amp; Original or CTC)</b>                                                                                                                                                                                                                                                                 |
| ( ) | <b>Brochure / Specify the Specific Brand or Model in the RFQ (if applicable) (Updated &amp; Original or CTC)</b>                                                                                                                                                                                                                                  |
| ( ) | <b>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.).</b> |

**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