



**REQUEST FOR QUOTATION**

**Supply and Delivery of Office Supplies, Other Supplies, ICT Equipment and Furniture for Culture and Arts Office of MinSU  
Bongabong Campus**

PR No.                2022-070  
RFQ No.             2023-06  
ABC Amount:        Php 105,779.00

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the address stated in the last page.

**NEMESIO H. DAVALOS, Ph.D.**  
BAC Chairperson

- Note:
1. All entries must be typewritten.
  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 30 calendar days.
  5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
  6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
  7. Mode of delivery: [  ] Pick-up (Schedule) [  ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
<b>Lot 1- Office Supplies</b>					
1	pcs	Printer Ink #03 ink black	7		
2	pcs	Printer ink #03 ink C/M/Y (5@)	15		
3	reams	bond paper (A4)	10		
4	reams	bond paper (short)	10		
5	reams	bond paper (long)	15		
6	pcs	certificate holder	20		
7	pcs	Magazine file box (green)	10		
8	pcs	glue gun (big)	5		
9	packs	photopaper (A4) 10 sheets	10		
10	pcs	portfolio - brown	20		
11	pcs	puncher	2		
12	pcs	record book (200 pages)	5		
13	pairs	scissors-big	10		
14	boxes	staple wire #35	5		
15	pcs	stapler w/ remover	5		
16	pcs	scotch tape 3/4"	10		
17	pcs	G-tech pen (black)	12		
18	pcs	Sign pen-Gel pen (black)	12		
19	pcs	pencil Medium #2 Yellow	24		
20	pcs	glue stick	55		
21	pcs	correction tape	5		
22	pcs	cutter-big	10		
23	pcs	double sided tape with foam	10		
24	pcs	calculator 12 digits	2		
25	pcs	paper bag-med	10		
26	pcs	paper clip (big)	10		
27	pcs	paper clip (medium)	10		





#### **Award**

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

#### **Evaluation of Quotations**

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

#### **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 or 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, or 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. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

#### **Liquidation Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

#### **Warranty**

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

#### **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 or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.