



REQUEST FOR QUOTATION

Supply and Delivery of Office Furniture, Office Equipment and ICT Equipment for R & D Office at MinSU Calapan City Campus

PR No. 2023-006, 2023-008
RFQ No. 2023-14
ABC Amount: Php 510,500.00

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-EPIS 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
		Lot 1 - Office Furniture			
1	unit	Mesh office chair with headrest	2		
		<i>maximum weight capacity: 70kg</i>			
		<i>Thick mechanism</i>			
		<i>Base Capacity: 300kg</i>			
		<i>320 mm Chrome base 5 star prong starbase and nylon casters</i>			
		<i>Pneumatic height adjustment</i>			
		<i>tilting mechanism</i>			
		<i>360 degrees swivel function</i>			
		<i>ergonomic and dynamic which will provide comfort and durability</i>			
2	unit	Office partition workstation U-type	7		
		<i>90cm x 60cm x 120cm</i>			
		<i>Deck shape: U-shape</i>			
		<i>material: Medium density fiberboard (MDF)</i>			
		Lot 2 - Office Equipment			
1	unit	Heavy-duty Manual Comb Binding Machine	1		
		<i>450 sheets binding capacity</i>			
		<i>22 sheets (80g) punching capacity</i>			
		<i>24 holes</i>			
		<i>for A4 and legal-size paper</i>			
		<i>paper margin: 2.5/3.5/4.5/5.5mm</i>			
		<i>distance between holes: 14.3mm</i>			
		<i>dimension: 57.4x32x41.3 cm</i>			
		<i>net weight: 9.1kg</i>			
		<i>U-handle</i>			
		<i>adjustable paper margin</i>			
		<i>metal base with 24 release pins</i>			



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		<i>with large waste bin</i>			
		<i>overall metal covers</i>			
		<i>die-casting base</i>			
		<i>mechanism to check the thickness of paper</i>			
		Lot 3 - ICT Equipment			
1	unit	Uninterruptible Power Supply (UPS)	3		
		<i>Input Capacity 1000VA / 600W</i>			
		<i>Input Voltage Range 110/120 VAC or 220/230/240 VAC</i>			
		<i>Input Frequency Range 60/50 Hz (auto sensing)</i>			
		<i>Output Ac Voltage Regulation $\pm 10\%$</i>			
		<i>Output Frequency 60Hz or 50Hz ± 1 Hz</i>			
		<i>Output waveform (batt mode) simulated sinewave</i>			
		<i>Transfer time Typical 2-6ms</i>			
		<i>battery type & number 12 V/7 Ah, 2</i>			
		<i>battery typical recharge time 4-6 hours recover to 90% capacity</i>			
		<i>weight 8.2kg</i>			
		<i>noise less than 40dB</i>			
		<i>dimensions (LxWxH) 320 x 130 x 182 mm</i>			
		<i>humidity 0-90% RH @ -40°C (non-condensing)</i>			
2	unit	High-Definition Multimedia interface (HDMI) Cable	2		
		<i>Model canvio basics</i>			
		<i>model AAC</i>			
		<i>interface type: HDMI Male</i>			
		<i>Version: HDMI 2.0</i>			
		<i>Resolution: 100P 60Hz/4k 60Hz</i>			
		<i>cable length: 5 meters</i>			
		<i>high-speed HDMI to HDMI cable</i>			
		<i>works with HDTVs, digital cameras, and other HDMI devices</i>			
		<i>supports ethernet, 3D and audio return</i>			
3	unit	Wireless Presenter clicker with Laser Pointer	2		
		<i>mode: ss 10 page turning pen</i>			
		<i>2.4 GHz</i>			
		<i>16.3 x 19 x 143 mm</i>			
		<i>compatible OS: windows, MAC, android, Linux</i>			
		<i>working voltage : 5V</i>			
		<i>control distance: 100m</i>			
		<i>laser distance: 200m</i>			
		<i>USB receiver is plug and play- no driver required</i>			
		<i>Power saving & lightweight</i>			
		<i>support for hyperlinks</i>			
		<i>battery: 1 x AAA</i>			



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:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPs Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

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 on 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.