

Email: universitypresident@minsu.edu.ph

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# **REQUEST FOR QUOTATION**

Supply and Delivery of Office Supplies for the Extension Office of MinSU Calapan City Campus

PR No. 2023-025

		RFQ No.	2023-16	
		ABC Amount:	Php 50,000.00	
Compai	ny Name :			
Address	s :			
	Please quote your lowest price on the items / listed below, subject to th	e General Condition on the last pa	age, stating the shortest tir	
of deliv	ery and submit your quotation duly signed by your representative not la	ter than in t	he address stated in the la	
page.				
		NEMESIO H. DA	NEMESIO H. DAVALOS, Ph.D.	
		BAC Chairp	erson	
Note:	1. All entries must be typewritten.			
	2. Delivery Period withincalendar days.			
	3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year	for Equipment, from date		
	of accentance 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
1	boxes	Bond paper - long sub 20	10		
2	boxes	Bond paper - short sub 20	7		
3	boxes	Bond paper - A4 sub 20	5		
4	pcs	battery AA	5		
5	bottles	Universal Ink - Yellow	5		
6	bottles	Universal Ink - Magenta	5		
7	bottles	Universal Ink - Cyan	5		
8	bottles	Universal Ink - black	10		
9	bottles	Epson ink- Black L003	10		
10	bottles	Epson ink- Cyan L003	5		
11	bottles	Epson ink- Yellow L003	5		
12	bottles	Epson ink- Magenta L003	5		
13	packs	vellum Board paper - short	23		
14	pcs	flash drive - 16gb	2		
15	boxes	sign pen 0.5 - black and blue	2		
16	pcs	Transparent cover folder- short/green	49		
17	pcs	Transparent cove folder - long/green	100		
18	pcs	Hard plastic ruler	6		
19	pcs	scissors- big	5		
20	set	Epson ink for L3110 (all colors)	2		
Xvxvxv	XVXVXVXVXV	XV			
			TOTAL		

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

	Supplier's Signature over Printed Name
	TIN No. of Establishment
_	Contact Number
_	Date

**General Conditions** 

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- 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 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.

### Pavment

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.