



REQUEST FOR QUOTATION

Supply and Delivery of Office Equipment, ICT Equipment, Maintenance Tools and Office Supplies for the MIS Office of the Three (3) Campuses of MinSU

PR No. PR23 0095
RFQ No. 2023-17
ABC Amount: Php 599,825.00

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
		Lot 1 - Office Equipment			
1	unit	Split Type Aircondition (2.0hp) with installation	2		
		Lot 2 - ICT Equipment			
1	pcs	2.4 GHz/5GHz band Gigabit Wifi Router with external antennas	36		
2	pcs	500W Auto Voltage Regulator (AVR)	100		
3	pcs	8-port Gigabit Network Switch	9		
4	pcs	16 Port Gigabit Network Switch	6		
5	set	16 frequency channel, 3.7V, 5 Watts Walkie-talkie (set of 4) with earpiece	1		
6	pcs	Outdoor CPE Router	12		
7	unit	all-in 1 printer with Wifi Capability and ecoTank	1		
8	pcs	Extension Wire (20-30 meters) roll type	3		
9	pcs	HDMI 20m	9		
10	pcs	Power Supply 700W	8		
11	pcs	External Hard Drive 2TB	3		
12	pcs	CMOS Battery	20		
13	card	Triple A and Double A 4 pcs batteries per card	9		
14	pcs	SATA Solid State Drive (480GB)	15		
15	set	USB Optical Keyboard and Mouse set	30		
16	pcs	USB Wireless wifi adapter mini dongle	30		
17	pcs	VGA Cable (20meters)	6		
18	pcs	Handheld wireless 2D/QR Barcode Scanner/Reader	3		
19	pcs	USB Wireless Powerpoint presenter remote	6		
		Lot 3 - Maintenance Tools			
1	unit	Aluminum adjustable telescopic ladder 16ft	3		
2	set	Heavy duty impact drill set with drill bits	3		



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3	packs	Cable tie (50pc/pack)	30		
4	packs	Cable wire c-clamp 5mm (100pcs /pack)	30		
5	pcs	Network Cable Tester RJ11 RJ45 line finder telephone wire tracker ethernet LAN tester detector	3		
6	pcs	Screw driver (heavy duty)	9		
7	set	Multifunction screwdriver set 44 in 1 S2 slotted precision screw driver bit maintenance tool/hand tools	3		
8	pcs	speed blower 600W	1		
9	pcs	crimping tool-pass-through	12		
10	pcs	lead (60/40) 1.0	10		
11	packs	wall plugs 6mm (50pcs/pack)	6		
12	pcs	tape measure reel fiberglass 100m	3		
13	set	welding hot air rework station 220V	1		
14	pcs	multitester analog 0.25A dc 1000V dc, 750 V ac	1		
		Lot 4 - Office Supplies			
1	pcs	Portfolio Folder Presentation P735L Long with fastener, black, blue, red	50		
2	box	Bond Paper substance 20 (short)	6		
3	box	Bond Paper substance 20 (A4)	6		
4	box	Bond Paper substance 20 (long)	6		
5	box	Retractable pen (black)	3		
6	pcs	Cork board (30*40cm)	3		
7	set	Multicolor sticky index tab markers (240pcs)	6		
8	set	Sticky notes memo pad (50sheets per pc)	12		
9	pcs	Blade cutter knife snap (18 x 100 mm)	6		
10	pcs	masking tape 2 inch	9		
11	pcs	Permanent marker (10pcs per box) black, blue, red	2		
12	pcs	electrical tape (0.16mmx19mmx16m	9		
13	pcs	office organizer/ office supplies file box/ three column file data storage rack	9		
14	box	medium, small, large office study binder clips black (48pcs per box)	3		
15	pcs	Industrial 3-way gun tacker staple gun w/ staple (4-14mm 5/32"- 9/16") all steel	3		
			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



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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.