Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph Mobile: +63 977 846 72 28

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for PBO Office at MinSU Bongabong Campus

PR No. 2023-020
RFQ No. 2023-38
ABC Amount: Php 175.279.00

		KFQ NO.	2023-38
		ABC Amount:	Php 175,279.00
Compar	ny Name :		
Address	ss :		
	Please quote your lowest price on the items / listed below, subject to the General Co	ndition on the last p	age, stating the shortest time
of delive	very and submit your quotation duly signed by your representative not later than	in t	the address stated in the last
page.			
		NEMESIO H. D.	AVALOS, Ph.D.
		BAC Chair	person
Note:	1. All entries must be typewritten.		
	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 acceptance by the procuring entity.		
	4. Price validity shall be a period of 30 calendar days.		

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

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	bxs	Signpen (Hi-techpoint) blk	12		
2	bxs	Signpen (Hi-techpoint) blue	11		
3	pcs	whiteboard marker black	50		
4	pcs	mailing envelop white long	94		
5	pcs	ballpen (GL-165) blk	20		
6	pcs	ballpen (GL-165) blue	17		
7	rms	Bond paper long subs 20	35		
8	rms	Bond paper short subs 20	35		
9	bundles	Bond paper long subs 16 (10 rms)	35		
10	bundles	Bond paper short subs 16 (10 rms)	35		
11	bxs	ballpen black 20's	20		
12	bxs	pencil #2 12's	35		
13	pads	Yellow paper	45		
14	pcs	permanent marker-broad blk	35		
15	bxs	permanent marker- fine blk	20		
Xvxvxv	XVXVXVXVXVX	XV	VXVXVX		
			TOTAL		

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

Supp	olier's Signature over Printed	Name
	TIN No. of Establishment	_
	Contact Number	
	Data	

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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 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.