

Email: universitypresident@minsu.edu.ph

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

# **REQUEST FOR QUOTATION**

Supply and Delivery of Office Equipment and Office Furniture for the University Clinic at MinSu Main Campus

PR No. 23-0049

		KFQ NO.	2023-40
		ABC Amount:	Php 109,000.00
Compan	ny Name :		
Address	: :		
	Please quote your lowest price on the items / listed below, subject	t to the General Condition on the last pa	age, stating the shortest time
of delive	ery and submit your quotation duly signed by your representative	not later than in t	he address stated in the last
page.			
		NEMESIO H. DA	AVALOS, 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	

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

of acceptance by the procuring entity.

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1 - Office Equipment			
		Kx 250 + 2.1 Channel Bluetooth Multimedia			
1	unit	Speaker	1		
		2 Mic Inputs With Control			
		Dual 5.25" Woofer			
		Volum/ Bass Treble/ Echo Control			
		FM Tuner			
		USB, SD, Bluetooth Playback			
2	unit	Orbit Fan 18"	1		
		Air Humidifier Disinfectant Fog Machine Multi-			
3	unit	Functional Extension Tube	5		
		Lot 2 - Office Furniture			
1	unit	L Shape Computer/ Office Modern Table	1		
		With Drawer (White ) (Left Angle)			
		120cmx100cm X 74cm			
		6 Layer Metal File Cabinet Storage Mobile			
2	unit	Pedestal File Organizer	1		
		White			
		H 690mm X W 280mm X D410mm			
		Deli E9779 5 Drawers File Cabinet (361mm X			
3	unit	271mm X 260mm)	1		
4	units	Stainless Steel Western Medicine Cabinet (Small)	2		
5	unit	Stainless Steel Workbench	1		
		120cm X 60 Cm X 80cm			
6	unit	5 Layer Glass Sliding Door Steel Cabinet	1		
		Size: H 1850*W900*D400mm			
		Thickness: 0.6mm			
7	units	Square Stainless Steel Medicine Box	5		
		L30cm X W30cm X 12cm Depth			
Xvxvxvx	VXVXVXVXVX	, vxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx	X	1	
		read and accepted your General Condition. I / We quote you on the item at prices	TOTAL		

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



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	Supplier's Signature over Printed Name
	TIN No. of Establishment
-	Contact Number
	Data

### **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.