

Email: universitypresident@minsu.edu.ph

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

# **REQUEST FOR QUOTATION**

Supply and Delivery of Furniture for the University Library of MinSU Calapan City Campus

PR No. 2023-015
RFQ No. 2023-42
ABC Amount: Php 54,770.00

•	submit your	quotation duly signed by your representative not later than _		in the ac	ldress stated in the
			NEMESIO H. DAVALOS, Ph.D. BAC Chairperson		
2. Deli 3. War of accep 4. Pric 5. G-El 6. Bidd	rranty shall be for ptance by the prosecution se validity shall b PS Registration ( ders shall submit	nincalendar days. or a period of six (6) months for supplies and materials, one (1) year for Equipme			
Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUN
1	pcs	locker- 15 doors	2		
		size h-1850mxw900mxD-400			
		cold rolled steel,			
		thickness: 0.6mm after coating			
2	рс	Computer Desk	1		
	•	combined with metal based with MFC finished			
		laminated wood			
		Computer table with printer desk on top			
		and speaker stand and AVR stand			
		with drawer/ keyboard drawer			
		color: granite black / black			
		materials; laminated particle board			
		metal frame with counter wheel			
		dimension; L66 x W48 x H 128 cm			
3	pcs	Swivel chair	6		
		nylon mesh back rear type,			
		PP arm rest cover with mesh fabrics			
		5cm foam, chrome based, sit size W47xD49, back size			
		w46xh46, seat set HT42x52 cm			
Xvxvxvx	(VXVXVXVXVX	VXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX			
After l	having carefully	read and accepted your General Condition, I / We quote you on the item at pric	TOTAL es noted above		
		<del>-</del>	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 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.