



**REQUEST FOR QUOTATION**

Supply and Delivery of Office Supplies for Various Offices of MinSU Bongabong Campus

PR No. 2023-012  
RFQ No. 2023-53  
ABC Amount: Php 182,400.00

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
1	bxs	Ballpen (black) (GL-165)	16		
2	bxs	Ballpen (red) (GL-165)	5		
3	bxs	Binder clips (1")	65		
4	bxs	Binder clips 3/4	25		
5	pcs	Binding element (1 1/2)black	20		
6	pcs	Binding element (1) black	20		
7	reams	Bond paper, A4 (subs 20)	80		
8	reams	Bond paper, long (subs 20)	100		
9	reams	Bond paper, short (subs 20)	90		
10	box	carbon paper (blue)	3		
11	pcs	CD-RW w/ case	30		
12	pc	Clear folder (8.5 x 13, green)	100		
13	pcs	Clear Folder (Short)- green	100		
14	reams	Colored paper (boisterous blue, 160gsm)	10		
15	pc	Correction tape (5mm x 10m)	20		
16	pcs	Cutter (big)	15		
17	pcs	Double sided tape (1/2")	30		
18	pcs	Ink #664 (C/M/Y)	30		
19	pcs	Ink #664 black	30		
20	pcs	Glue (130g)	12		
21	boxes	Index Clear Tab (white)	30		
22	btls	Ink 003 black	20		
23	btls	Ink 003 blue	20		
24	btls	Ink 003 cyan	20		
25	btls	Ink 003 yellow	20		
26	box	Paper Clips (coated, 50mm)	30		
27	box	Pencil, #2	4		
28	boxes	Whiteboard marker	4		
29	roll	Plastic Cover (0.40mm #16, 50m)	1		
30	pcs	Puncher heavy duty	1		



# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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31	pcs	Scissor big	12		
32	pcs	Scotch tape (1")	30		
33	bxs	Sign pen (hi-techpoint)- Blue	3		
34	box	Staple wire no. 35	15		
35	pcs	stapler w/ remover	6		
36	pads	Sticky note (3x3)	8		
37	unit	tape dispenser	4		
38	reams	vellum board (long)	4		
39	boxes	White envelop (long#10)	3		
XX			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

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.