

Email: universitypresident@minsu.edu.ph

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REQUEST FOR QUOTATION

Supply and Delivery of ICT Equipment for PBO Office at MinSU Calapan City Campus

PR No. 2023-073
RFQ No. 2023-64
ABC Amount: Php 59,900.00

delivery and ge.	d submit you	quotation duly signed by your representative not later than _		in the ad	Idress stated in the	
				NEMESIO H. DAVALOS, Ph.D.		
 Del Wa of acce Price G-E Bid 	nranty shall be for ptance by the proce validity shall be PS Registration (ders shall submi	nincalendar days. or a period of six (6) months for supplies and materials, one (1) year for Equipme	ent, from date	C Chairpersoi	1	
Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT	
1	units	Printer 3-in-1 (Print, Scan, Copy)	2			
		with flatbed designed to scan and copy				
		paper sizes include legal and folio				
		it can also print documents up to A3+				
		demonstrating versatility as a compact				
		multifunction printer				
		Its auto-duplex function ensures low printing cost				
		while increasing productivity atfastprint speeds				
		its time to focus on the details for your business				
		print speed of up to 17.0 ipm				
		prints up to A3+ (for simplex)				
		automatic duplex printing				
		ultra-high page yield of 7,500 pages (black)				
		and 6,000 pages (color)				
		Wi-Fi, WiFi direct				
	Kvxvxvxvxv	xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxv		VXVX		
After	having carefully	read and accepted your General Condition, I / We quote you on the item at pric	TOTAL es 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 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.