



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the University & Board Secretary's Office at MinSU

PR No. PR23-0130

RFQ No. 2023-73

ABC Amount: Php 63,383.00

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	pcs	Krafted Folder (Long)	150		
2	pcs	Expanded Envelope (Long) Green	200		
3	pcs	Clear Folder (Long) Green	200		
4	pcs	Envelope Brown (Long)	150		
5	bottle	Refill Ink For Printer (Black, Cyan, Magenta, Yellow)	6		
6	reams	Bond Paper (Long) Subs 20	50		
7	reams	Bond Paper (A4) Subs 20	25		
8	reams	Bond Paper (short) Subs 20	10		
9	box	Tab Index (Clear)	43		
10	pcs	Magazine File Folder	50		
11	pads	Glossy Yellow Paper	2		
12	box	Pencil no. 2	2		
13	roll	Scotch Tape, 2" Clear	4		
14	bottle	Glue 240g	3		
15	packs	Laid Board, 5"X13" (Long)	50		
16	pcs	Fine Super Color Marker (Black)	5		
17	box	Ball Pen 0.5	3		
18	packs	A3 Paper	2		
19	packs	Sticker Paper Glossy	50		
20	box	Push Pins	3		
21	box	Whiteboard Magnetic Pins	2		
22	pads	Color Self-Adhesive Neon Transparent Arrow Index Notes	5		
23	box	Binder Clips (32mm)	5		
24	box	Vinyl Coated Paper Clips (No. 33)	4		
25	pcs	Stapler With Staple Remover	3		
26	roll	Scotch Tape 1"	4		
27	roll	Scotch Tape 2" Brown	4		
28	pcs	Magazine Plastic File Rack	20		
29	pcs	Document Holder 3 layers	3		
30	pcs	Krafted Folder (A4)	107		
31	pcs	Krafted Folder (Short)	100		



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.