



**REQUEST FOR QUOTATION**

Supply and Delivery of Janitorial Supplies for MinSU Main Campus

PR No. PR23-0107

RFQ No. 2023-75

ABC Amount: Php 671,649.96

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-EPIS 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	bottle	70% Alcohol Spray Type 500ml	10		
2	pcs	Air Freshener Spray Type	80		
3	pcs	Albatross with handle	100		
4	pcs	Bath Soap (large)	30		
5	gal	Color Safe Bleach	30		
6	pcs	Bleach Plux 900ml	24		
7	pcs	Soft broom (matibay)	100		
8	pcs	Broom Stick	75		
9	pcs	Container for Water Dispenser 18ltrs	2		
10	pcs	Dipper-white	10		
11	bottle	Dishwashing Liquid 500ml	60		
12	pcs	Disinfectant Multi-Action cleaner 900ml	100		
13	bottle	Disinfectant Spray 340ml	50		
14	pcs	Doormat cloth	50		
15	pcs	Rubberized Doormat 3.5m x 0.6m	6		
16	pcs	Dustpan	10		
17	pcs	Garbage Bin 25L (foot operated color coded)	100		
18	bottle	Glass Cleaner 32oz	30		
19	pcs	Glass Wiper	6		
20	pcs	Gloves medium (disposable)	15		
21	pcs	Hand soap Liquid 750ml	70		
22	pcs	Kitchen paper towel (pull-ups)	100		
23	pcs	Mop with Head	10		
24	pair	Multi-insect Killer	10		
25	gal	Muriatic Acid	10		
26	pcs	Powdered Soap 880g	70		
27	pcs	Rubberized Trash Bin 150L, red, yellow, Blue and Green	12		
28	pcs	Scotch Bright with foam	11		
29	pcs	Scotch Bright without foam	10		
30	pcs	Brush Mop (Soft Handle)	15		
31	pack	Tissue paper x 6 rolls (2 ply)	210		





#### 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.