



**REQUEST FOR QUOTATION**

Supply and Delivery of Supplies and Materials of Various RDE Projects and Offices at MinSU

PR No: 23-0120

RFQ No. 2023-106

ABC Amount: Php 224,630.00

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
		<b>Lot 1- Honey</b>			
1	gallons	Honey (pure/wild)	12		
		<b>Lot 2- Bottles</b>			
1	boxes	Bottles with cap & seal, 500ml (glass)	120		
		<b>Lot 3- LPG Tank and Refill</b>			
1	tank	LPG Tank, filled 11kg	2		
2	tank	LPG Tank, Refill 11kg	4		
		<b>Lot 4- Purified Water</b>			
1	carboy	Purified Water Refill (20L)	40		
2	carboy	Blue Water Container (filled, 20L)	8		
		<b>Lot 5- Janitorial Supplies</b>			
1	pieces	Soft Broom	7		
2	pieces	Broomstick (irok)	5		
3	pieces	Dustpan	5		
4	pieces	Wide Cleaning Mop	5		
5	pieces	Wide Cleaning Mop Refill	5		
6	unit	Mop Squeezer Bucket, HD	1		
7	set	Spin Mop	1		
8	kilos	Powder Soap	19		
9	bottle	Hand Soap, 750ml	12		
10	bottle	Toilet Bowl Cleaning Liquid, 500ml	5		
11	pieces	Doormat	12		
12	pieces	Round Rags	100		
13	pieces	Bathroom Freshner	40		
14	pieces	Trash bin, S	5		
15	pieces	Air freshener, 360ml	20		
16	rolls	Nylon Twine White, 80g	50		
17	gallons	Bleach	15		
18	gallons	Dishwashing Liquid	25		
19	gallons	Multipurpose Cleaner	22		
20	pieces	Scrubbing Pad	25		



# Mindoro State University

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21	rolls	Tissue Paper	20		
22	kilos	White Sugar	100		
23	bottles	Isopropyl Alcohol (70%), 500ml	60		
24	pieces	Plastic Solid Cates, 62x42x10.4cm	6		
25	pieces	Strainer	3		
26	pieces	Pot holder gloves	4		
27	yards	Cheese cloth	10		
28	pieces	Ladle	3		
29	sets	Knives set 6pcs (good quality w/ stand)	1		
30	liters	Dishwashing Liquid	10		
31	packs	Sponge	12		
32	pieces	Brush	2		
33	pieces	Doormat	4		
34	packs	Sticker Paper A4	50		
35	pieces	Paper bag	50		
36	liters	Bleach	30		
37	packs	Absorbent Cotton (800g)	50		
38	boxes	Rubber band, 235 pieces	50		
39	pieces	Aluminum Foil	15		
40	boxes	Mask	4		
41	unit	Sink with stand and faucet (100x50x80cm)	1		
42	unit	Kitchen Aluminum Cabinet	1		
		Aluminum Kitchen Cabinet 310002			
		Size: 63x38x130cm (LWH), Material: Aluminum PVC, Aluminum coated durable			
<b>XX</b>					
			<b>TOTAL</b>		

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.