



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for Various Offices at MinSU Main Campus

PR No: PR23-0249

RFQ No. 2023-112

ABC Amount: Php 213,665.00

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	Ream	Acetate	1		
2	bxs	Ballpen 9black) (RT ballpen)	1		
3	pcs	Ballpoint pen 9Black	24		
4	bxs	Binder clips (1")	9		
5	bxs	Binder Clips (2 inches)	2		
6	bxs	Binder Clips 3/4	1		
7	pcs	Binding element (1) black)	50		
8	pcs	Binding element (2) black)	50		
9	pcs	Binding element (3/4) black	20		
10	ream	Bond Paper, A4 (subs 20)	135		
11	Ream	Bond Paper , Long (sub 20)	135		
12	ream	Bond paper	97		
13	pcs	Calculator 12 digit, two –way power	2		
14	pcs	CD-RW w/ case	15		
15	pcs	Clear folder (8.5x13, blue & green)	290		
16	pcs	Clear Folder (Short)	100		
17	boxes	Clear index tabs	20		
18	pcs	Correction tape	17		
19	pcs	Double-sided tape	3		
20	pcs	Expanding envelop with garter (long)	50		
21	pcs	Flashdrive (32GB)	2		
22	pcs	Gel pen (0.5, black)	6		
23	btls	Glue (240g)	4		
24	boxes	Index Clear tab (white)	20		
25	pcs	Long Brown Envelope	50		
26	pcs	Long file folder	50		
27	packs	Long white glossy specialty paper	30		
28	packs	Long white specialty board papers (unscented)	20		
29	pcs	Magazine box (black)	115		
30	bxs	Paperclip (big) (60mm)	2		
31	bxs	Paper clip, vinyl coated #33	3		



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.