Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph Mobile: +63 977 846 72 28

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Photocopier Toner for the Accounting Office of MinSU Main Campus

PR No: PR23-0303 RFQ No. 2023-117

	ABC Amount: Php 191,170.00
Compan	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 delive	and submit your quotation duly signed by your representative not later than in the address stated in the last
page.	
	<u>NEMESIO H. DAVALOS, Ph.D.</u>
	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		
		Lot 1-Office Supplies					
1	ream	Bond Paper, A4, Subs 20	100				
2	ream	Bond Paper, Long, Subs 20	100				
3	box	Carbon Paper, blue	10				
4	piece	Clear Folder, 8.5x13, Blue	200				
5	ream	Colored Paper, assorted	1				
6	piece	Correction Tape	10				
7	piece	Double-sided Tape	15				
8	piece	Expanding envelope, blue	50				
9	рс	Gel pen, 0.5, Black	1				
10	bottle	Glue, 240g	2				
11	piece	Looseleaf Folder (with shoelace), HD	500				
12	piece	Official record book, 500 pages, 8.5x11	3				
13	box	Pencil, #2	1				
14	piece	Permanent Marker, Broad	2				
15	box	Rubber Band, Heavy Duty, Big	1				
16	piece	Scotch Tape, 1 inch	15				
17	box	Staple Wire, No. 35	8				
18	pack	Sticky Flags	15				
19	piece	Sticky Note, 3x3 (Asstd Pastel Color)	15				
		Lot 2 Photocopier Toner					
1	cartridge	Print Cartridge Black IM C2000	2				
2	cartridge	Print Cartridge Yellow IM C2001	2				
3	cartridge	Print Cartridge Magenta IM C2002	2				
4	cartridge	Print Cartridge Cyan IM C2003	2				
5	bottle	Toner for MP2014AD copier	2				
	XV						
TOTAL TOTAL							

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

Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28

TIN No. of Establishment	
Contact Number	
Date	

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph Mobile: +63 977 846 72 28

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.
- 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.