

**Company Name** 

Email: universitypresident@minsu.edu.ph

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

# **REQUEST FOR QUOTATION**

Supply and Delivery of Training Materials for STC4iD Project in MinSU

PR No: PR23-0238

RFQ No. 2023-124 ABC Amount: Php 50,000.00

				NEMESIO H. DAVALOS, Ph.D. BAC Chairperson		
2. Deliv 3. War of accep 4. Price 5. G-EP 6. Bidd	ranty shall be for tance by the pre- evalidity shall b S Registration ( ers shall submit	nincalendar days. or a period of six (6) months for supplies and materials, one (1) year for E				
Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT	
1	pcs	Sweater	200			
		Specifications:				
		Color: Green				
		Free Size				
		with MinSU & DOST-PCAARD Logo				
2	pcs	Bucket Hat	200			
		Specifications:				
		Color: Green				
		Free Size				
		with MinSU & DOST-PCAARD Logo				
X	vxvxvxvxv	xv		VXVX		
			TOTAL	VXVX		
		XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXV	TOTAL	vxvx		
			TOTAL at prices noted above	nature over Pi	rinted Name	

**Contact Number** 

Date

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## **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.