



**REQUEST FOR QUOTATION**

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

PR No. 2023-176

RFQ No. 2023-184

ABC Amount: Php 137,895.00

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	pcs	Ballpoint pen (black)	250		
2	bxs	Binder Clip (1 1/4)	10		
3	bxs	Binder Clip (1")	10		
4	bxs	Binder Clips (2 inches)	10		
5	bxs	Binder clips 3/4	10		
6	pcs	Binding element (1) Black	5		
7	pcs	Binding Element (2) Black	5		
8	ream	Bond Paper , A4 (Subs 20)	193		
9	ream	Bond Paper , Long (Subs 20)	100		
10	ream	Bond Paper , short(subs 20)	50		
11	pcs	Clear Folder (8.5 x 13", blue & green)	150		
12	pcs	Clear Folder (Short)	75		
13	pcs	Correction Tape	50		
14	pcs	Expanding Envelope (blue)	100		
15	bxs	Fastener coated	10		
16	pcs	File folder (70mm top mechanism)	100		
17	pcs	Gel Pen (0.5, black)	5		
18	pcs	Gen pen, (0.5, blue)	5		
19	btls	Glue (240 g)	10		
20	boxes	Index Clear Tab (white)	30		
21	bxs	Paper clip (small) (32 mm)	10		
22	boxes	Paper clip (coated, 50mm)	50		
23	pcs	Paper Cutter	2		
24	boxes	Pencil, #2	10		
25	bxs	Permanent marker (fine black)	2		
26	piece	Scotch Tape (1 inch)	35		
27	pcs	Scotch Tape (2")	35		
28	pcs	Sin Pen (hi-techpoint)	30		
29	boxes	Staple Wire No. 35	15		
30	pcs	Stapler No. 35	5		
31	packs	Sticker Paper	35		
32	pads	Sticky note (3x3)	35		
33	ream	Vellum board (white)	10		
34	pcs	White folder (long)	2		





#### 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.