



**REQUEST FOR QUOTATION**

**Supply and Delivery of Materials for the Construction of Props, Decorations and Costumes for the SALONG DAGITAB of MinSU Calapan City Campus**

PR No: 2023-218  
RFQ No. 2023-201  
ABC Amount: Php131,415.00

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 - Construction Materials for Props</b>					
1	pcs	Cut-off blade 14"	2		
2	box	Cutting Disc 4"	2		
3	pcs	S4S (1"x2"x10')	10		
4	pcs	GI Tubular (1"x2"x6mx1.5mm)	8		
5	pcs	GI Tubular (1"x1"x6mx1.5mm)	20		
6	pack	Metal black screw (3/4" length)	1		
7	pack	Metal Black screw (1" length)	1		
8	box	Welding Rod	4		
9	pcs	Bolts and Nuts 12mmx3" (high tensil)	50		
		half thread, with 2 washers each bolt			
10	pcs	Plywood (Marine) 4'x8'x1/2"	20		
11	pcs	Plywood (Marine) 4'x8'x3/4"	12		
12	kg	G.I. Wire #16	5		
13	pcs	Pre-painted Corrugated Roof (8ftx0.5mm)	10		
14	pcs	Heavy duty silicon (tube)	5		
15	kg	CWN #3	2		
16	kg	CWN #2	2		
17	kg	CWN #1	1		
18	box	Duplex Wire #12 AWG	2		
19	meter	THHN Wire #2 AWG (white)	10		
20	meter	THHN Wire #2 AWG (black)	10		
21	roll	Flat Chord no. 16 AWG (stranded)	1		
22	box	Staple Wire 12mm	2		
23	pcs	Solderless connector copper 1/0-6	4		
24	bundle	Electrical Tape	1		
25	pcs	Cable Lugs Copper for no. 2 AWG wire	4		
26	pcs	RCCB Circuit Breaker casing	1		
		6 holes, IP 65, DIN rail slots			



# Mindoro State University

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27	pack	Cable tie 12 inches long	3		
28	pcs	Square box non-metallic	5		
29	pcs	Junction box non metallic	5		
30	pcs	S-1000 PVC 3/4"	1		
31	pcs	Entrance Cap 3/4"	1		
32	roll	Outdoor LED Strip RGB w/ controller	2		
33	roll	Outdoor LED strip warm white w/o controller	2		
34	pcs	LED strip plug adaptor	10		
35	pcs	Surface type outlet (4 gang) spring type	8		
36	pcs	LED florescent	4		
37	pcs	Receptacle	15		
38	pcs	Flush type switch w/ plate (3 gang)	3		
39	pcs	Surface type utility box	3		
40	pcs	Utility box safety cover	3		
41	pcs	LED flood/spot lights changing color 10w	4		
42	pcs	Paint brush 3"	2		
43	pcs	Paint brush 2"	2		
44	pcs	Paint brush 1"	2		
45	pcs	Paint brush 1/2"	2		
46	pcs	Roller Paint Brush 7"	2		
47	pcs	Roller Paint Brush 2"	2		
48	gallon	Acrylic Lacquer thinner	1		
49	gallon	Acrylic paint color red	1		
50	gallon	Acrylic paint color blue	1		
51	gallon	Acrylic paint color yellow	1		
52	gallon	Acrylic paint color white	1		
53	gallon	Acrylic paint color black	1		
54	gallon	paint emulsion	1		
55	pcs	Masking tape 4"	4		
56	pcs	Masking Tape 3"	3		
57	pcs	Liner HDPE 300 microns 6x10m	1		
58	pcs	Masking Tape 2"	4		
		<b>Lot 2 - Materials for Decorations</b>			
1	pcs	Glue gun	3		
2	box	Stick Glue	5		
3	pcs	Tucker gun	2		
4	box	Tucker staple	4		
5	pcs	Artificial grass 2mx3m	1		
6	bag	white stone/ pebbles approx. 1.5" dia	1		
7	pcs	Koi fish (live)	20		
8	pcs	Gold Fish (Live)	20		
9	pcs	Guppy Fish (live)	20		
10	pcs	Molly Fish (live)	20		
11	pcs	Aerator	1		
		<b>Lot 3- Materials for Costumes</b>			

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1	yards	Blue twist twill fabric	8		
2	yards	White catrina fabric	20		
3	yards	Red catrina fabric	4		
4	yards	Pillon thick	15		
5	yards	Garter	8		
6	yards	Canvass	10		
7	yards	Pilon (manipis)	10		
8	roll	White thread big	2		
9	roll	Blue thread Big	1		
10	roll	Red thread big	1		
11	pack	Sewing machine needle (size 14)	2		
12	pack	Sewing machine needle (size 21)	2		
XX					
			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

\_\_\_\_\_  
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



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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.