



**REQUEST FOR QUOTATION**

Supply and Delivery of Furniture & Fixtures, Office Equipment, ICT Equipment and Other Supplies for the CBM Department of MinSU  
PR No.: PR23-0608

RFQ No. 2023-209  
ABC Amount: Php366,500.00

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:
- All entries must be typewritten.
  - Delivery Period within \_\_\_calendar days.
  - 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.
  - Price validity shall be a period of 30 calendar days.
  - G-EPIS Registration Certificate shall be attached upon submission of the Quotation.
  - Bidders shall submit Original Brochures showing certification of the product being offered (optional).
  - Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		<b>Lot 1 - Furniture &amp; Fixtures</b>			
1	pc	<b>Office Table with Drawer</b>	18		
		Wood or laminated L120xW60xH75cm			
2	pc	<b>Steel cabinet/ Filing Cabinet 9Vertical)</b>	2		
		Specifications: key-lock mechanism			
		4 layer Cabinet			
		Dimension: in cm L-60cm x W-46m x H-131			
		In inches: L-23.75"xW-18"xH-51.35"			
		Color: Black			
3	pc	<b>Office Table with Drawer</b>	1		
		Office table (PVC) laminated			
		L140cmxW60cmxH76cm			
4	pcs	<b>Swivel Chair</b>	12		
		High back Man made faux leather chair tilt			
		lock mechanism 360° swivel function			
		Pneumatic Height Adjustment Chromed St			
		5 prong 350mm with nylon caster			
		<b>Lot 2- Office Equipment</b>			
1	pc	<b>Full HD , Smart TV 43"</b>	1		
		Height: 56.1cm/ width: 96.4			
		Length: 8.1cm/ Gross weight: 9.2kg			
		Net weight: 6.3kg			
		TV Resolution: Full HD 1920x108			
		Connectivity: USB, HDMI, LAN Wifi			
		HDMI pots: 2/ USB ports: 2			
		Voltage: 100-240V 50/60Hz Ac			
		Wattage: 74 watts/ Warranty: 1 year			
2	unit	<b>Split Type Aircon</b>	1		
		Inverter			
		1.5 HP with installation			

MSU-BAC-FR-05.01



# Mindoro State University

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3	pc	<b>Water Dispenser</b>	1		
		Hot and Cold			
		<b>Lot 3- ICT Equipment</b>			
1	pc	<b>Desktop</b>	1		
		Specifications;			
		Memory 8GB DDr4-2666 SDRAM (1x8GB)			
		Memory & Storage 8GB memory, 1TB HDD Storage			
		SDD Storage			
		Internal Stroage 256GB PCIe NVMe M.2 SS			
		Hard Drive (2nd) 1 TB 7200 rpm SATA HDD			
		Processor Type Intel Core i5			
		Processor: Intel Core i5-10400F (2.9GHz base frequency, up to 4.3GHz with Intel Turbo Boost Technology, 12MB L3 cache , 6 cores			
		Processor family 10th generation Intel core I 5 processor, Processor speed 2.9 GHz			
		Graphics discrete			
		Graphics card NVIDIA Geforce GT1030 (2gb GDDR5 dedicated)			
		Ports 1 super speed USB Type-C 5Gps signaling rate: 4, Super peed USB Type-A5Gps signaling rate: 1 headphone/ microphone combo			
		Expansion slots 1 PCIe1: 1PClex 16:2m.2			
		Network Interface Integrated 10/100/1000 GBE LAN			
		Wireless Realtek 802.11 a /b/g/n/ac (1x1) wifi and bluetooth 4.2 combo			
		Optical Drive DVD - Writer			
		Memory Card Device HP 3-in-1 Media Card Reader			
		Dimensions 15;54 x 30.3 x 33.74cm			
		Weight 5.96kg			
		Power supply Type-a 180w Gold efficiency power supply			
		Keyboard USB black keyboard, mouse combo, and 21" monitor			
		<b>Lot 4- Other Supplies</b>			
1	bottles	Air Freshener	5		
2	bottles	Alcohol	5		
3	pcs	Bath Soap	48		
4	bottles	Bleach Agent Solution	10		
5	bottles	Dish washing liquid	8		
6	pcs	Floor Rags	10		
7	pcs	Hand Brush	10		
8	bottles	Hand Liquid Soap	10		
9	bottles	Hand Sanitizer	10		

MSU-BAC-FR-05.01





## 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.