



**REQUEST FOR QUOTATION**

Supply and Delivery of Office Supplies for the Registrar’s Office of MinSU Bongabong Campus

PR No.: 2024-020

RFQ No. 2024-16

ABC Amount: Php111,486.50

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	bots	Printer Ink #664 - blk	20		
2	bots	Printer ink #664 (C/M/Y)	45		
3	bots	Printer ink #003 blk	24		
4	bots	Printer ink #003 (C/M/Y)	54		
5	pcs	Brown envelope long	400		
6	bxs	Mailing envelope (white long)	3		
7	pcs	Stapler with remover HD	3		
8	bxs	staple wire #35	24		
9	pcs	Calculator 12 digits JF 120FM	1		
10	bxs	Plastic fastener	5		
11	pcs	Clear book long	10		
12	pcs	Clear folder long green	20		
13	reams	White folder long 14pts 100's	10		
14	reams	Bond paper long subs 20	30		
15	reams	Bond paper short subs 20	30		
16	reams	bond paper A4 subs 20	12		
17	packs	Vellum board A4 long white	20		
18	packs	Vellum board short white	10		
19	pcs	Press folder green ;png	12		
20	pcs	Expanding Envelope w/ garter long brown	30		
21	pcs	Scotch tape 1"	6		
22	pcs	Tape dispenser big LS550	2		
23	rolls	Packaging tape 2" clear	3		
24	packs	Sticker paper A4 matte 10's	3		
25	packs	Vinyl Sticker paper A4	3		
26	pcs	Record book 200 lvs	6		
27	pcs	Double sided tape 1"	6		
28	bots	Glue 240g	12		
29	pcs	Correction tape 12m	24		



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BAGONG PILIPINAS

30	bots	Stamp pad ink blue	2		
31	pcs	Stamp pad felt pad #1	1		
32	bxs	Signpen Hi-Techpoint V10 grip-Blue	2		
33	bxs	Signpen Hi-Techpoint V10 grip-Blk	1		
34	bxs	Gel pen .5 black 12's	3		
35	bxs	Gel pen.5 red 12's	1		
36	bxs	Ballpen blk l-gel (GL-165) 12's	5		
37	bxs	Ballpen red l-gel (GL-165) 12's	1		
38	bxs	Permanent marker (fine blk)	1		
39	bxs	Pencil #2	2		
40	pcs	Cutter heavy duty	2		
41	bxs	Binder clips 1"	10		
42	bxs	Binder clips 3/4"	5		
43	bxs	Paper clips vinyl coated #50	30		
44	bxs	Paper clips vinyl coated #33	10		
45	pcs	Magazine box single	6		
46	pcs	Sticky Note 3 x 3 (asstd pastel color)	15		
47	pcs	CD-RW w/case	6		
48	pcs	Gold Seal #24	30		
49	packs	Parchment Paper	118		
<b>XVX</b>					
			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 on 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.