5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

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# REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the University Library at MinSU Bongabong Campus

PR No.: 2024-021 RFQ No. 2024-23

	ABC Amoun	it: Php53,603.41
Compa	mpany Name :	
Addres	dress :	
	Please quote your lowest price on the items / listed below, subject to the General Condition on the last p	page, stating the shortest time of
deliver	ivery and submit your quotation duly signed by your representative not later than in th	e address stated in the last page.
	NEMESIO H	I. DAVALOS, Ph.D.
	BAC CH	nairperson
Note:	e: 1. All entries must be typewritten.	·
	2. Delivery Period withincalendar 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. Duine validity shall be a paried of 20 calcudes days	

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT	
1	reams	Bond paper A4 subs 20	20			
2	reams	Bond Paper short subs 20	20			
3	reams	Bond Paper long subs 20	20			
4	sets	Printer Ink #664 (B/C/M/Y)	20			
5	pcs	Scotch tape 1"	41			
6	bxs	Paper clips 50mm	5			
X۷	XV					
			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.

MSU-BAC-FR-05.01

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#### 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

- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 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.