



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the CAS Department of MinSU

PR No.: PR24-0086

RFQ No. 2024-28

ABC Amount: Php77,197.00

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-EPIS 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	box	Paper clip (small)	26		
2	box	Paper clip (big)	26		
3	box	binder clip 1"	26		
4	box	Binder clip 3/4"	26		
5	box	Binder clip 1.25"	26		
6	box	binder clip 2"	26		
7	box	Push pin	6		
8	pcs	Ink refill (magenta)	13		
9	pcs	Ink refill (cyan)	13		
10	pcs	Ink refill (yellow)	13		
11	pcs	Ink refill (black)	13		
12	box	Permanent marker (black)	6		
13	pcs	Scotch tape 1"	15		
14	pcs	scotch tape 2"	15		
15	pcs	Packaging tape 2", brown	15		
16	pcs	Scissors big	15		
17	box	Whiteboard marker (black)	8		
18	pcs	Record book (100 leaves)	15		
19	pcs	Stapler with staple remover HD-50/50R	8		
20	box	Staple wire #35	14		
21	pcs	Clear folder long	100		
22	pcs	Clear folder short	100		
23	pcs	masking tape 1"	12		
24	pcs	Masking tape 3/4"	12		
25	pcs	Cutter, heavy duty	12		
26	pcs	Highlighter	10		
27	pcs	Correction tape	15		
28	pcs	Ruler	6		
29	set	Sticky tab (assorted color)	40		



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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.