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## **REQUEST FOR QUOTATION**

Supply and Delivery of Other Supplies for the Auxilary and General Services of MinSU Main Campus

PR No.: PR24-0084 RFQ No.

RFQ No. 2024-29 ABC Amount: Php482,592.95

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

ltem No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	btl	70% Alcohol Spray Type 500ml	6		
2	pcs	Air Freshener Spray Type	50		
3	pcs	Albatross with handle	100		
4	pcs	Bath Soap (Large)	20		
5	gal	Color Safe Bleach	30		
6	pcs	Soft Broom (Matibay)	80		
7	pcs	Broom Stick	50		
8	pcs	Container for water dispenser 18ltrs	2		
9	pcs	Dipper-white	10		
10	pcs	Dishwashing Liquid 500ml	30		
11	pcs	Disinfectant Multi-Action cleaner 900ml	200		
12	pcs	Disinfectant spray 340ml	50		
13	pcs	Doormat Cloth	50		
14	pcs	Rubberized doormat 3.5mx0.6m	6		
15	pcs	Dustpan	6		
16	btl	Glass cleaner 32oz	30		
17	pcs	Glass wiper (8 inches)	6		
18	pcs	Gloves medium (disposable)	15		
19	pcs	hand soap liquid 750ml	50		
20	pcs	kitchen paper towel (pull up)	100		
21	pcs	Mop with head	6		
22	pair	Multi-insect killer	10		
23	gal	Muriatic acid	10		
24	pcs	Powdered Soap 880g	70		
		Rubberized trash bin 150L, Red, Yellow, blue and			
25	pcs	Green (2 pcs each)	8		
26	pcs	Scotch Bright with foam	6		
27	pcs	Scotch bright without foam	4		
28	pcs	Brush mop (soft handle)	10		

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29	pack	Tissue paper x 6 rolls (2 apply)	200					
30	pcs	Toilet cleaner 1000ml	100					
31	pcs	Toilet deodorizer (scented gel)	10					
32	pcs	Tornado Mop (heavy duty)	6					
33	pcs	Utility pail	15					
34	boxes	Toilet bowl cleaner strips	150					
35	bundle	garbage bag medium (color coded)	12					
36	bundle	Garbage bag large (color coded)	12					
37	bundle	garbage bag small (color coded)	10					
38	kg	Multiple round cotton rug	25					
39	bundle	garbage bag extra large (color0	15					
		Thermal insulated Blackout curtain 60x85						
40	pcs	Medium Green	8					
41	pcs	Hand Towel White	17					
42	pcs	Long Stick Soft Broom	10					
43	gal	Bleach (3.4L)	20					
44	boxes	tissue Paper in Box	100					
45	pcs	Native Straw Hat (45cm diameter)	10					
46	pcs	Water dispenser	2					
47	pcs	raincoat (pants and jacket type-adult)	6					
48	pcs	Boots (Adult) Size 10	6					
49	pcs	Level 5 Protection Glove Anticut-stab proof (medium)	15					
50	pcs	Industrial Macanic safety Gloves with Microfibre material	6					
51	pcs	Protective Goggles safety anti fog/ Splash/Scratch goggle over glasses clear eye protection	10					
52	pcs	Cordless Electric Hedge trimmer for grass	2					
53	pcs	exterior tire for bike (20x2.125)	6					
54	pcs	Interior Tube for bike tire (20x2.125)	12					
55	pcs	safety shoes (size 10.5)	6					
56	pcs	safety shoes (size, 7)	2					
		Straight safety cover all suit heavy duty (thick						
57	pcs	cloth) size XL)	4					
XV	xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxv							
After having sprofully used and accented your General Condition 1 / We must you on the item at prices noted abuse								

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

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#### **General Conditions**

- 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.

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