Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Photocopier Toner for the QA Office at MinSU Calapan City Campus

PR No.: 2024-037 RFQ No. 2024-48

| | ABC Amount: Php177,975.00 |
|--|--|
| Company Name : | |
| Address : | |
| Please quote your lowest price on the items / listed below, subject to the General Con | ndition 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 |
|-------------|-------|--|------|---------------|--------------|
| | | Lot 1- Office Equipment | | | |
| 1 | boxes | Binder Clips 2" | 10 | | |
| 2 | reams | Bond Paper (Long /Sub20) | 100 | | |
| 3 | reams | Bond Paper (Short /Sub20) | 30 | | |
| 4 | reams | Bond Paper (A4 /Sub20) | 20 | | |
| 5 | pcs | Clear Folder (Long/Pink) | 50 | | |
| 6 | pcs | Clear Folder (Long/Green) | 50 | | |
| 7 | pcs | Clear Folder (Long/Black) | 50 | | |
| 8 | pcs | Clear Folder (Long/Blue) | 50 | | |
| 9 | pcs | Clear Folder (short) | 60 | | |
| 10 | pcs | Plastic Ring Binder 19mm | 30 | | |
| 11 | pcs | Plastic Ring Binder 25mm | 60 | | |
| 12 | pcs | Plastic Ring Binder 38mm | 60 | | |
| 13 | pcs | Plastic Ring Binder 14mm | 10 | | |
| 14 | pcs | Printer Ink Black 664 | 10 | | |
| 15 | pcs | Printer Ink Cyan 664 | 5 | | |
| 16 | pcs | Printer Ink Magenta 664 | 5 | | |
| 17 | pcs | Printer Ink Yellow 664 | 5 | | |
| 18 | pcs | Expanded Folder (Long/Green) | 100 | | |
| 19 | reams | Folder White (Long) | 1 | | |
| 20 | reams | Folder White (short) | 1 | | |
| 21 | rolls | Double adhesive tape | 20 | | |
| 22 | boxes | Pencil 12's | 6 | | |
| 23 | boxes | Ballpen (Black) 12's | 10 | | |
| 24 | packs | Photopaper 10's (short) | 25 | | |
| 25 | boxes | Plastic Tabs/Tranparent (clear) | 50 | | |
| 26 | rolls | Scotch Tape 1" | 30 | | |
| 27 | packs | Specialty Paper board (White/Long) 220gsm | 20 | | |
| 28 | packs | Specialty Paper board (White/Short) 220gsm | 20 | | |

MSU-BAC-FR-05.01

Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



| 29 | packs | Vellum Board (White/Short) | 15 | |
|----|--|-------------------------------|-------|--|
| 30 | packs | Vellum Board (White/Long) | 15 | |
| 31 | pcs | Stapler with remover (big) | 2 | |
| 32 | boxes | Staple wire (35mm) | 3 | |
| 33 | boxes | Tacker Wire (24/6) | 3 | |
| 34 | bot | White Glue 135g | 15 | |
| 35 | pcs | Magnetic White Board (4'x2') | 1 | |
| | | Lot 2-Photocopier Toner | | |
| 1 | bot | Toner : 9MP2014H | 5 | |
| 2 | pcs | Cartridge Ink Black IMC2000 | 3 | |
| 3 | pcs | Cartridge Ink yellow IMC2000 | 3 | |
| 4 | pcs | Cartridge Ink magenta IMC2000 | 3 | |
| 5 | pcs | Cartridge Ink cyan IMC2000 | 3 | |
| X۱ | 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.

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

MSU-BAC-FR-05.01

Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



- 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.