



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 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
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		



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.