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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Semi-expendable ICT Equipment, Office Equipment and Furniture & Fixtures for the LHS Department of MinSU Main Campus

PR No.: PR24-0103
RFQ No. 2024-55
ABC Amount: Php139.000.00

	A	ABC Amount: Php139,000.00
Compai	npany Name :	
Address	ress :	
F	Please quote your lowest price on the items / listed below, subject to the General Condition of	on the last page, stating the shortest time of
delivery	very 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 withincalendar days.	
	3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from d	ate
	of acceptance by the procuring entity.	

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

4. Price validity shall be a period of 30 calendar days.

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1- Office Supplies			
1	pax	Vellum Board (White/Long)	100		
2	box	Wyteboard Marker	20		
3	btl	Ink-Refill- Wyteboard Marker	20		
4	pcs	Clear Folder (Green/Long)	30		
5	box	Ballpen Hi-techpoint V10 Grip (black)	1		
6	box	Ballpen Hi-techpoint V10 Grip (blue)	1		
7	pax	Bathroom Tissue (3ply-12rolls)	10		
8	pax	Bio Built in Tie Trash Bag (Black, Small)	5		
		Lot 2 - Semi-expendable ICT Equipment			
1	unit	Automatic Voltage Regulator Unit (SVC 3000N)	1		
		rated: 3000W			
		output: 2x 220V +2X 110V Output			
		Input Selector: 110 Volts or 220 Volts			
		Plug Type; International Socket			
		Control Type: Servo motor control			
		Indicator: Power Source Lamp			
		Other Features: Additional Fuse protection, unique metal casing with handle			
2	unit	UPS	1		
		Power			
		Output power capacity: 1000VA			
		Output power 600W			
		Input operation voltage (min): 170V			
		Input operation voltage (max): 280V			
		Ports & Interfaces			
		Ac outlet types: Type F			
		cable length: 1.52m			
		Design			

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		Form factor: Compact			
		Color of product: Black			
		Performance			
		UPS Topology: Line-interactive			
		Waveform: Sine			
		Automatic Voltage Regulator: Yes			
		Lot 3- Office Equipment			
1	pcs	Air Conditioning Unit	1		
		Features: 2.0HP, Dual Inverter Compressor			
		70% energy Saving, fast Cooling, Low noise			
		Auto Clean, Active energy Control			
		Type: Split type			
		indoor 837x308x189			
		Outdoor : 717x495x230			
		Lot 4- Furniture & Fixtures			
1	pcs	Sofa Set	1		
		L type (LEATHER) 5 seater with 1 pc center couch 30x42			
		with glass 24x36x1/4, with 7 pcs, backrest pillows			
		materials: Foam, mahogany & Gmelina Wood,			
		Leather and Fabric			
χV	XVXVXVXVX	vx	1	/X	
		and and accounted your Congral Condition 1 / Wa queta you on the item at prices n	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.

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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

- 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.
- 8. 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.