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

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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the Guidance Office of MinSU Bongabong Campus PR No.: 2024-037

RFQ No. 2024-59

		ABC Amount: Php50,000.00			
Compa	ny Name :	• ,			
Addres	ss :				
ı	Please quote your lowest price on the items / listed below, subject to the General Cond	dition 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 withincalendar 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.				

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

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	reams	Bond paper long subs 20	10		
2	reams	Bond paper short subs 20	10		
3	reams	Bond paper A4 subs 20	8		
4	bots	Glue 240g	3		
5	bots	Printer ink #664 (C/M/Y)	27		
6	bots	Printer ink #664 blk	10		
7	bots	Printer ink #003 (Blk)	10		
8	bots	Printer ink #003 (C/M/Y)	27		
9	pcs	Packing tape big	1		
10	pcs	Nano adhesive tape-big	1		
11	pcs	Sliding folder short (yellow)	100		
12	pcs	Post it sticky notes 4 colors (76x76mm 400 sheets)	25		
13	pcs	Expendable envelop w/ garter long	50		
14	pcs	Expendable envelop w/ garter short	25		
15	rolls	Plastic cover #6	1		
16	pcs	Plastic Ruler	2		
17	pcs	Puncher Heavy duty	1		
18	pcs	Sticker Paper (A4-matte) 10's	30		
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				

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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

- 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.
- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 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.