



**REQUEST FOR QUOTATION**

**Supply and Delivery of Office Supplies and Photocopier Toner for the Office of the Director for Auxiliary and General Services at MinSU Main Campus**

**PR No.: PR24-0083**  
**RFQ No. 2024-61**  
**ABC Amount: Php142,237.00**

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-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
1	bxs	Ballpen - (I-Gel Gl 165) Blk (12'S)	1		
2	bxs	Ballpen (Black)	1		
3	bxs	Binder Clip (1 1/4)	1		
4	bxs	Binder Clips (1")	1		
5	bxs	Binder Clips (2 Inches)	1		
6	pcs	Binding Element 1 1/2 Flat	5		
7	pcs	Binding Element 1 1/4 Flat	5		
8	pcs	Binding Element 1" Flat	5		
9	pcs	Brown Envelop Long	50		
10	pcs	Clear Folder - Long/Green	10		
11	pcs	Correction Tape 6M X 5 Mm	5		
12	reams	Coupon Bond A4 S 20	13		
13	reams	Coupon Bond A4 S 24	10		
14	reams	Coupon Bond A4 S 30	15		
15	pcs	Envelop W/ Garter - Long/Brown	20		
16	pcs	Expanded Folder (Long) Green	20		
17	pcs	Expanding Envelop With Garter (Long)	20		
18	bxs	Fastener Coated	3		
19	reams	Folder Long 14 Pts 100'S	5		
20	Btls	Glue (240 G)	9		
21	pcs	Heavy Duty Staple Gun Tacker (4-54Mm)	2		
22	pcs	Highlighter (Yellow-Green)	3		
23	boxes	Index Clear Tab (White)	1		
24	bxs	International Film (Carbon Blue)	3		
25	pcs	Long Brown Envelope	10		
26	ream	Long Folder 100'S	5		
27	pcs	Looseleaf Folder (With Shoe Lace), Hd	10		
28	box	Marker Permanent (Fine)	1		



29	pcs	Masking Tape 1"	5		
30	pcs	Masking Tape 3/4	5		
31	packs	Matte (A4) (100 Sheets/Pack)	3		
32	box	My Gel Ballpen (Black)	1		
33	box	My Gel Ballpen (Blue)	1		
34	bxs	Paper Clip (Big) (48 Mm)	5		
35	bxs	Paper Clip (Small) (32 Mm)	5		
36	Box	Paper Clips (Coated, 50 Mm)	5		
37	box	Paper Fastener 50'S	1		
38	pcs	Pencil Sharpener, Rotary W/ Clamp	1		
39	Box	Pencil, #2	5		
40	bxs	Permanent Marker (Broad)	3		
41	packs	Photo Paper (A4, Plain Back)	10		
42	pcs	Plastic Ruler	3		
43	pcs	Record Book 200 Lvs	10		
44	pcs	Record Book 500 Lvs	10		
45	pcs	Scissor Big	1		
46	pcs	Scotch Tape (2")	2		
47	rolls	Scotch Tape 1	2		
48	rolls	Scotch Tape 3/4	2		
49	pcs	Scotch Tape White	2		
50	pcs	Scotch Tape (1")	2		
51	pcs	Short Brown Envelope	1		
52	ream	Short Folder 100'S	1		
53	pcs	Sign Pen (Hi-Techpoint - Black)	5		
54	pcs	Sign Pen (Hi-Techpoint - Blue)	5		
55	bxs	Sign Pen Um-153S (Black) 12'S	1		
56	bxs	Sign Pen Um-153S (Blue) 12'S	1		
57	bots	Stamp Pad Ink	1		
58	bxs	Staple Wire # 35	5		
59	pcs	Stapler W/ Remover	1		
60	packs	Sticker Paper	2		
61	pack	Sticker Paper (A4) 10 Sheets	2		
62	packs	Sticker Paper (Gloss)	2		
63	pad	Sticky Note (76X76Mm)	5		
64	set	Sticky Tab	5		
65	unit	Tape Dispenser	1		
66	pack	Vellum 180 Gsm (Long) 10 Sheets	2		
67	bxs	White Envelop Long #10	3		
68	pcs	White Folder (Long)	50		
69	bxs	Whiteboard Marker 12'S	1		
70	bottles	Whiteboard Marker Ink, Black	5		
		<b>Lot 2- Photocopier Toner</b>			
1		Print Cartridge Black Im C2500	2		
2	crg	Print Cartridge Cyan Im C2500	2		





## 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.
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.