



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU Calapan City Campus

PR No.: 2024-044

RFQ No. 2024-67

ABC Amount: Php52,393.70

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 Supplies					
1	boxes	Bond Paper Sub 20 (Long)	7		
2	boxes	Bond Paper Sub 20 (A4) 250	4		
3	boxes	Bond Paper Sub 20 (Short)	2		
4	boxes	Ble Gel Pen (12)	3		
5	boxes	Blue Ball Pen (25)	2		
6	boxes	Black Ball Pen (25)	2		
7	pcs	Correction Tape (6 meters)	10		
8	pcs	Scotch Tape (big)	6		
9	bundle	Double Side Tape (no. 1)	6		
10	boxes	Staple Wire (no. 35)	6		
11	pcs	Multi-Purpose Scissors Black (7 inches)	4		
12	pcs	3 Layer file Rack	3		
13	pcs	TimeCard Rack (24 slots)	1		
14	bottle	Padding Glue (Blue) 1kg	1		
15	pcs	Plastic Book Storage Box with Divider	3		
16	pcs	Dry Seal (MinSU Logo)	1		
17	packs	Vellum Board 180gsm 10s (long)	6		
18	packs	Vellum Board 180gsm 10s (A4)	6		
19	packs	Vellum Board 180gsm 10s (Short)	6		
20	packs	Glossy Photo Paper 120 GSM 50s (A4)	6		
21	boxes	White Baord Marker Refill Ink	2		
22	boxes	Permanent marker Refill Ink	1		
23	sets	Universal Ink 100ml (B,C,Y,M)	3		
24	packs	Sticky Note (arrow design)	5		
25	pcs	Stapler with Remover Big Size (#35)	3		
26	boxes	White Baord Marker 12 pcs (Fine, refillable, Red)	1		
27	boxes	White Board Marker 12 pcs (Fine, Refillable Blue)	1		



28	boxes	White Board Marker 12 pcs (Fine, Refillable, Black)	1		
29	boxes	White Baord Marker 12 pcs (Broad, refillable, Red)	1		
30	box	White Board Marker 12 pcs (Broad, Refillable Blue)	1		
31	box	White Board Marker 12 pcs (Broad, Refillable, Black)	1		
32	box	Permanent Marker Pen 12 pcs (Fine, Refillable, red)	1		
33	box	Permanent Marker Pen 12 pcs (Fine, Refillable, Blue)	1		
34	box	Permanent Marker Pen 12 pcs (Fine, Refillable, Black)	1		
35	box	Permanent Marker Pen 12 pcs (Broad, Refillable, red)	1		
36	box	Permanent Marker Pen 12 pcs (Broad, Refillable, Blue)	1		
37	box	Permanent Marker Pen 12 pcs (Broad, Refillable, Black)	1		
38	packs	Sticker Paper Matte 10pcs (long)	15		
39	pcs	book Ends	20		
40	pcs	Paper Cutter Wooden Base B4 Size (12x15 inches)	1		
41	packs	Laminating Film all Sizes Package 250 Microns	6		
		Lot 2- Laminating Machine			
1	unit	Heavy Duty Laminator Laminating Machine 20A+ for A3 A4 Size	1		
			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

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.