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## **REQUEST FOR QUOTATION**

Supply and Delivery of ICT Equipment for the BS Entrep Incubation Room at MinSU Main Campus PR No.: PR24-0169

RFQ No.

		🗨	
		ABC Amount: Pl	np64,529.00
Compa	ny Name :		
Address	s :		
F	Please quote your lowest price on the items / listed below, subject to the General Cor	ndition on the last pag	e, stating the shortest time of
delivery and submit your quotation duly signed by your representative not later than in the add		ddress stated in the last page.	
		NEMESIO H. D	AVALOS, Ph.D.
		BAC Chair	person
Note:	1. All entries must be typewritten.		
	2. Delivery Period withincalendar days.		
	2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment	at from data	

- 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	unit	Laptop	1		
		Specification:			
		Processor: Intel Core i5-13420H processor			
		Operating System: Windows 11 Home			
		Display: 15.6 inch FHD (1920x1080), 144 Hz			
		IPS-Level			
		Graphics: NVIDIA GeForce RTX 2050 with 4GB GDDR6			
		Memory: 8GB DDR5 up to 32GB			
		Storage Capability: 512GB NVMe SSD			
		webcam: 720p HD video at 30 fps with Temporal Noise Reduction			
		Keyboard: 99-/100-/103-key keyboard layout			
		with international language			
2	unit	Printer	1		
		Specification:			
		Print Technology: Typically, HP Smart Tank printers use inkjet technology for high-quality color and black-and-white printing			
		Ink tank System: HP Smart Tank printers are known for their			
		refillable ink tanks, which can significantly reduce printing costs			
		over time compared to traditional ink cartridges			
		wireless Connectivity: Check for WiFi capability,			
		allowing you to print wirelessly from your			
		computer, smartphone, or tablet			
		Duplex Printing: Many models offer automatic			
		duplex (double-sided) printing, which can save on paper costs			



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	Print Speed: up to 15ppm (black) and 9ppm		
	(color): Monthly Duty Cycle : Up to 5,000 pages		
	Paper Size: Letter; Legal: Governemnt: Legal:		
	Executive Statement: 4x6 in; 5x7 in; 8x10 in:L;		
	Photo 2L: Envelope(#10, Monarch, 5.5 bar); Card		
	(4x6in;5x8in)		
	Paper Type: Plain Paper, HP Photo Papers, HP		
	Matte Brochure or Professional Paper: HP Matte		
	Presentation Paper,		
	HP Glossy Brochure of Professional Paper, Other		
	Photo Inkjet papers		
	Other Matte Inkjet papers, other Glossy Inkjet		
	papers		
	Light/Recycled		
XVXVXVXVXVXVX	XV	vxvxvxvxvx	
		TOTAL	

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

Supplie	's Signature over Printed Name
TI	N No. of Establishment
	Contact Number

### **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.

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- 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.