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# **REQUEST FOR QUOTATION**

Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus PR No.: PR24-0150

RFQ No. 2024-70

	ABC Amount: Php131,250.00
Company Name :	
Address :	
Please quote your lowest price on the items / listed below, subject to th	e General Condition on the last page, stating the shortest time of
delivery and submit your quotation duly signed by your representative not late	er 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	reams	Long Bond paper (substance 20)	67		
2	reams	Short Bond paper (substance 20)	20		
3	reams	A4 Bond Paper (substance 20)	67		
4	packs	Photo paper (A4,230 gsm Plain Back)	10		
5	packs	Photo paper (A3, 230gsm, Plain Back)	25		
6	packs	Velum Paper (8.5"x11")	10		
7	packs	Velum Paper (8.5"x13")	10		
8	pcs	White folder (long)	52		
9	pcs	Clear folder (long)	50		
10	pcs	Clear folder (short)	35		
11	pcs	Expanding folder (long)	70		
12	pcs	Expanding Envelope	100		
13	pcs	Brown Envelop, Long	50		
14	pcs	Brown Envelop, Short	50		
15	pcs	Certificate holder (short, green)	35		
16	box	Staple wire #35	12		
17	pcs	Stapler	5		
18	box	Paper fasteners	20		
19	pcs	Ruler, aluminum	5		
20	pcs	T-square ruler, 60cm	4		
21	bottles	Glue, 130mL	10		
22	pcs	Scissors	10		
23	pcs	Cutter, heavy duty	5		
24	set	Stainless blade set	12		
25	pcs	Correction tape	25		
26	box	Pencil #2	15		
27	box	Ballpen, black (RT ballpen)	8		
28	pcs	Sign pen, V5, 0.7mm, blue	24		
29	box	Permanent marker, black	2		

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30	box	Whiteboard Marker Black	2		
31	bottles	Permanent marker lnk, black	2		
32	bottles	Whiteboard marker ink, Black	2		
33	set	Sticky tab	50		
34	pad	Sticky note (76x76mm)	40		
35	box	Binder Clips (3/4")	20		
36	box	Binder Clips (1")	12		
37	box	Binder Clips (1.25")	12		
38	box	Binder Clips (1 5/8")	12		
39	box	Binder Clips (2")	15		
40	box	Paper Clip (big)	12		
41	box	Paper Clip (small)	20		
42	box	Push pins, 100pcs/box	20		
43	pcs	Highlighter (yellow-green)	20		
44	pcs	Scoth tape (1", 200m)	10		
45	pcs	Scoth tape (2") 200m	10		
46	pcs	Masking tape, 18mmx22m	24		
47	pcs	Record Book, 500 leaves	8		
48	bottles	Ink Refill Black, 664, 70ml	5		
49	bottles	Ink Refill Magenta, 664, 70ml	3		
50	bottles	Ink Refill Cyan, 664, 70ml	3		
51	bottles	Ink Refill Yellow, 664, 70ml	3		
52	bottles	Ink Refill Black, 003, 70ml	15		
53	bottles	Ink Refill Magenta, 003, 70ml	12		
54	bottles	Ink Refill Cyan, 003, 70ml	12		
55	bottles	Ink Refill Yellow, 003, 70ml	12		
56	pcs	Blade for A3 Ream Cutter	2		
57	pcs	Flash Drive (64GB,OTG)	5		
58	unit	Battery (PS12-6,6V, 12Ah)	2		
59	pcs	Litium Battery (CR123, 3V)	10		
60	pcs	Date/received Stamp	4		
61	pcs	Date Stamp	4		
62	pcs	Stamp pad ink	12		
63	pcs	Stamp pad	10		
χV	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.