



REQUEST FOR QUOTATION

Supply and Delivery of Materials and Prizes for the MCC Days 2024 of MinSU Calapan City Campus

PR No.: 2024-063

RFQ No. 2024-74

ABC Amount: Php102,678.00

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
Lot 1 - Office Supplies					
1	pcs	Certificate Holder (8.5"x11") (Green)	134		
2	pcs	Double Sided tape 1" in	5		
3	reams	Vellum Board (Short, 8.5"x11") GSM 200	7		
4	box	Long Bond Paper (8.5"x13")	1		
5	box	Short Bond Paper (8.5"x11")	2		
6	bottle	Ink 003 (Yellow)	2		
7	bottle	Ink 003 (Magenta)	2		
8	bottle	Ink 003 (Cyan)	2		
9	bottle	Ink 003 (Black)	2		
Lot 2 - Event Supplies					
1	packs	Milk Chocolate Bar (24 pcs)	2		
2	kg	Calamansi	0.5		
3	kg	Sili Labuyo (red)	0.5		
4	packs	Gummy Candy 100g	2		
5	pcs	Ampalaya	1		
6	bottle	Cooking Oil 1L	1		
7	pcs	Coconut	5		
8	pcs	Bamboo stem (8 meters)	1		
Lot 3 - Other Supplies					
1	roll	Straw rope	1		
2	yards	Alphagina Clothe (white)	2		
3	pcs	Acrylic Paint 1 Set Colors	6		
4	packs	Skirting Pins	10		
5	pcs	Picture Frame (13x35 cm)	1		
6	roll	Yarn 25 yards	2		
7	packs	Cup (12 oz)	3		
8	yards	White Elastic Garter (1 inch)	5		



9	pcs	Human-size sack	7		
10	pcs	Giant Inflatable Beach Ball (59") (Thickened)	2		
11	pack	Paper Plate 7"	1		
		Lot 4 - Printing Services			
1	pcs	Tarpaulin size: 10ft x 10ft for Backdrop of MCC Days	1		
2	pcs	Tarpaulin size: 8ft x 8ft for Backdrop of Fashion Show	1		
3	pcs	Tarpaulin size: 8ft x 6ft for Sash	1		
		Lot 5 - Prizes			
		Palarong MinSU			
1	pcs	Trophy for Winners (1st, 2nd, & 3rd Station) (Medium)	3		
2	pcs	Trophy (2nd Placers) (Small)	3		
3	pcs	Trophy for Overall Champion (Large)	1		
4	pcs	Gold Medals 1.5"	36		
5	pcs	Silver Medals 1.5"	36		
		Hip-Hop Competition			
6	pcs	Trophy (Champion) (Medium)	1		
7	pcs	Trophy (1st Runner-Up) (Medium)	1		
8	pcs	Trophy 2nd Runner-Up) (Medium)	1		
		Fashion Runway			
9	pcs	Crown for Winner	2		
10	pcs	Irregular Shaped Plaque (medium)	2		
		Academic Competition			
11	pcs	Gold Medals 1.5"	12		
12	pcs	Silver Medals 1.5"	12		
13	pcs	Bronze Medals 1.5"	12		
		Pelikulikha			
15	pcs	Irregular Shaped Plaque (10" in) (Best Film)	1		
16	pcs	Irregular Shaped Plaque (9" in) (2nd Best Film)	1		
17	pcs	Irregular Shaped Plaque (8" in) (3rd Best Film)	1		
18		Irregular Shaped Plaque (8" in)			
19	pcs	Best Director	1		
20	pcs	Best Trailer	1		
21	pcs	Best Cinematography	1		
22	pcs	Best Poster	1		
23	pcs	Box Office Hit	1		
24	pcs	Most Creative Concept	1		
25	pcs	Best Supporting Character	1		
26	pcs	Best Actor	1		
27	pcs	Best Actress	1		
		Lot 6 - Gift for Judges			
1	pax	Customized Tumbler	16		
		Size: 500 ml			
		Customized with names			



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.