



**REQUEST FOR QUOTATION**

Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU Bongabong Campus

PR No.: 2024-049

RFQ No. 2024-85

ABC Amount: Php600,000.00

Sub-ABC Lot 1- Php516,000.00

Sub-ABC Lot 2- Php84,000.00

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
		<b>Lot 1- Office Supplies</b>			
1	pcs	Assorted Cartolina	30		
2	bxs	Ballpen- (I Gel GL 165) blue (12's)	10		
3	bxs	Ballpen- (I Gel GL 165) red/Blk (12's)	10		
4	bxs	ballpen (Black)	1		
5	pcs	ballpen (Blue)	1		
6	bxs	Ballpen (red)	1		
7	bxs	Ballpen Black (RT Ballpen)	9		
8	bx	Ballpen red (RT Ballpen)	2		
9	box	Gel Pen (Black)	4		
10	box	Gel Pen (Blue)	4		
11	bxs	Binder Clip (1 1/4)	15		
12	bx	Binder Clip (15mm)	15		
13	bxs	binder Clips (1")	15		
14	bx	Binder Clips (19mm)	1		
15	bxs	Binder Clips (2 inches)	14		
16	bxs	Binder Clips 1"(25mm width)	34		
17	bx	Binder Clips (25mm)	1		
18	bxs	Binder Clips 3/4" (19mm)	35		
19	bx	Binder Clips jumbo	2		
20	pcs	Binding Element 1 1/2 flat	25		
21	pcs	Binding Element 1 1/4 flat	5		
22	pcs	Binding Element 1" Flat	25		
23	pcs	Brown envelop Long	89		
24	set	BT D60, BT 5000 MYE Ink Set	2		
25	pcs	calculator 12 Digit, Two way power	2		
26	box	carbon Paper (Blue)	2		
27	pcs	CD-RW w/ case	37		

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28	pcs	Certificate Holder -Short	152		
29	pcs	Clear Folder- Long/Green	155		
30	pcs	Clear Folder- Short	130		
31	reams	Colored Paper (Assorted)	11		
32	pcs	Combo Ring 1"	20		
33	pcs	Combo ring 1-1/2	20		
34	pcs	Correction Tape 6Mx5MM	50		
35	reams	Coupon Bond A4 s 20	122		
36	reams	Coupon Bond Long subs 20	174		
37	reams	Coupon Bond Short subs 20	105		
38	pcs	Cutter (Big)	7		
39	pcs	cutter (small)	3		
40	crg	Dot Matrix So 15632 ribbon Cartridge	3		
41	rolls	double Sided tape 1/2	55		
42	pcs	Envelop w/ Garter - Long/ Brown	80		
43	pcs	expanded folder (long) Green	39		
44	pcs	Expanding Envelop with Garter (Long)	100		
45	bxs	Fastener Coated	33		
46	reams	Folder Long 14pts 100's	25		
47	btls	Glue (240G)	36		
48	pcs	Heavy duty Staple Gun tacker (4-54mm)	3		
49	pcs	Highlighter (Yellow-Green)	2		
50	boxes	Index Clear tab (White)	33		
51	pcs	Ink #003 Black/yellow /cyan	126		
52	pcs	Ink #003 Magenta	40		
53	sets	Ink #664 Black	39		
54	sets	Ink #664 yellow /magenta/cyan	120		
55	btls	Ink Refill Black (1000ML)	2		
56	btls	Ink Refill Cyan (1000ML)	2		
57	btls	Ink Refill Magenta (1000ML)	2		
58	btls	Ink Refill yellow (1000ML)	2		
59	bxs	Interntional Film (Carbon Blue)	6		
60	pcs	Long Brown envelop w/ garter	80		
61	reams	Long Folder 100's	20		
62	pcs	looseleaf Folder (with Shoe Lace), HD	50		
63	pcs	magazine Box - Single	56		
64	box	Marker Permanent	2		
65	bottle	marker Permanent Ink	1		
66	pcs	masking Tape 1"	5		
67	pcs	Masking tape 3/4	5		
68	packs	matte (a4) (100sheets /pack)	5		
69	pcs	Metal ring Binder 25mm	5		
70	pcs	metal ring Binder 32mm	5		
71	pcs	metal ring Binder 50mm	5		
72	rolls	Packaging Tape 2"	5		



73	pcs	Packaging Tape (Big)	4		
74	bxs	Paper Clip (Big) (48mm)	52		
75	bxs	Paper Clip (Small) (32mm)	52		
76	box	Paper Clip (Coated, 50mm)	8		
77	box	Paper Fastener 50's	5		
78	pcs	Pencil Sharpener, Rotary w/ Clamp	1		
79	box	Pencil #2	13		
80	pcs	Pentelpen Black (Broad)	5		
81	pcs	Pentelpen Black (fine)	5		
82	bxs	Permanent marker (Broad)	6		
83	packs	Photo Paper (A4, Plain Back)	5		
84	pcs	Picture Frames (8.5"x11")	20		
85	rolls	Plastic Cover #6 50mts	5		
86	pcs	Plastic Ruler	15		
87	bx	Press Folder Green	5		
88	pcs	Puncher Heavy duty	1		
89	box	Push Pins	2		
90	pcs	Record Book 200lvs	20		
91	pcs	Record Book 500Lvs	10		
92	box	Rubber band (Heavy Duty, Big)	1		
93	pcs	Ruler Foot transparent	1		
94	pcs	Scissor Big	2		
95	pcs	scotch tape (2")	9		
96	rolls	scotch tape 1	40		
97	rolls	scotch tape 3/4	20		
98	pcs	Short Brown Envelop	15		
99	reams	Short Folder 100's	5		
100	pcs	Sign Pen (Hi-Techpoint- blue)	64		
101	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blk)12's	1		
102	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blue)12's	8		
103	bxs	highlighter (Yellow-Green)	1		
104	bots	stamp pad Ink	4		
105	pcs	Stamp pad felt pad #2	4		
106	bxs	staple wire #35	37		
107	pcs	Staple w/ remover	10		
108	packs	Sticker Paper A4 Matte (10's)	15		
109	packs	Sticker paper (A4) 10 sheets	5		
110	packs	Sticker Paper (gloss)	5		
111	packs	Sticker paper (long, white)	8		
112	pad	sticker Paper Transparent	10		
113	pad	Sticky note (76x76mm)	8		
114	set	Sticky pad	8		
115	unit	Tape Dispenser	7		
116	packs	vellum 180GSm (long) 10 sheets	30		
117	reams	Vellum Board - Long	6		





## 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.