



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expandable ICT, Other Supplies, Semi-Expandable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counseling Office at MinSU Main Campus

PR No.: PR24-0153
RFQ No. 2024-87
ABC Amount: Php200,604.00

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-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 | pieces | Brown envelope, Long | 10 | | |
| 2 | pieces | Brown envelope, Short | 10 | | |
| 3 | pieces | Plastic envelope Long | 5 | | |
| 4 | pieces | Expanding envelope, Long, green | 10 | | |
| 5 | reams | Bond Paper, sub. 20, Long | 14 | | |
| 6 | reams | Bond Paper, sub. 20, Short | 14 | | |
| 7 | reams | Bond Paper, sub. 20, A4 | 13 | | |
| 8 | pieces | Clear Folder, Long (Transparent) | 7 | | |
| 9 | box | Ballpen (I-gel GL 165) Blue 912's) | 1 | | |
| 10 | pieces | Stationary Tape Big Size | 5 | | |
| 11 | box | Inkjet friendly sticker paper | 3 | | |
| 12 | reams | Laminating Film (long) 222x337x250mic | 1 | | |
| 13 | pieces | Double Sided tape | 5 | | |
| 14 | pieces | Pastel Stamp w/ name | 2 | | |
| 15 | pieces | Rubber Stamp Certified True Copy | 1 | | |
| 16 | pieces | Rubber Stamp received | 1 | | |
| Lot 2- Photocopier toner | | | | | |
| 1 | box | Print Cartridge Magenta IM C2500 | 1 | | |
| 2 | box | Print Cartridge Yellow IM C2500 | 1 | | |
| 3 | box | Print Cartridge Black IM C2500 | 2 | | |
| 4 | box | Print Cartridge Cyan IM C2500 | 1 | | |
| Lot 2- Semi-Expandable ICT Equipment | | | | | |
| 1 | pieces | Printer | 1 | | |
| | | <i>Laser Printer</i> | | | |
| | | <i>Fax, Print, Scan, copy</i> | | | |
| | | <i>Automatic 2-sided Printing</i> | | | |
| | | <i>34/36ppm (A4/Ltr)</i> | | | |



| | | | | | |
|---|--------|---|---|--|--|
| | | <i>NFC Reader</i> | | | |
| 2 | pieces | CPU | 1 | | |
| | | <i>3i 07IAB7 90SM001BPH,</i> | | | |
| | | <i>Core i5-12400/6C (6P+OE)</i> | | | |
| | | <i>12T, P-CORE 2.5</i> | | | |
| | | <i>4.4GHz, 18MB INTEGRATED INTEL UHD</i> | | | |
| | | <i>GRAPHICS 730 INTEL B660</i> | | | |
| | | <i>2X 4GB UDIMM DDR4-3200</i> | | | |
| | | <i>512GB SSD M.2 2280 PCIe 4.0X4 NVMe</i> | | | |
| | | <i>WLAN+ Bluetooth 11AX, 2X2+ BTS.2</i> | | | |
| | | <i>W/ Free installed MS Office Home and Student 2021</i> | | | |
| 3 | pieces | Extension Cord with 4 Gang Universal Outlet length | 2 | | |
| | | <i>1.83 m cord length/ 2500W 10A 250V</i> | | | |
| | | Lot 4-Other Supplies | | | |
| 1 | pieces | Tornado Mop (any color) | 1 | | |
| 2 | set | Double Throw Switch Breaker Type 100Ampere | 1 | | |
| 3 | set | Circuit breaker Switch 30 ampere with Housing | 1 | | |
| 4 | pieces | Dry Seal | 1 | | |
| | | Lot 5- Semi-expendable Fruniture & Fixtures | | | |
| 1 | pieces | Steeling Cabinet | 1 | | |
| | | <i>Filing Cabinet w/ Central lock</i> | | | |
| | | <i>Plastic Handle with label slot</i> | | | |
| | | <i>Ant-tipping mechanism only allows 1 drawer to open at a time</i> | | | |
| | | <i>Material: Powder coated metal, Gauge 21 plastic roller for railing</i> | | | |
| | | <i>Color: Light Gray or Beige</i> | | | |
| | | <i>Dimensions(LxWxH) 45.6x62x133.1cm</i> | | | |
| 2 | pieces | Swivel Chair | 1 | | |
| | | <i>High Back Mesh Office Chair</i> | | | |
| | | <i>360° swivel</i> | | | |
| | | <i>Chrome plated star-base</i> | | | |
| | | <i>Headrest</i> | | | |
| | | <i>Item Dimension: L60cmxW53cmxH111cm</i> | | | |
| | | Lot 6- Semi-Technical Equipment | | | |
| 1 | pieces | Acoustic Guitar | 1 | | |
| 2 | pieces | Chess Board | 1 | | |
| | | <i>20inx20in wooden set chess board</i> | | | |
| 3 | pieces | Scrabble Board | 1 | | |
| | | <i>15x15 for a total of 225 squares</i> | | | |
| | | Lot 7- Semi Office Equipment | | | |
| 1 | pieces | DSLR Camera 4000D | 1 | | |
| | | <i>129.0x101.6x77.1mm</i> | | | |
| | | <i>1x rechargeable Li-ion Battery LP -E10</i> | | | |



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.