Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

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# **REQUEST FOR QUOTATION**

Supply and Delivery of Office Supplies, Photocopier Toner, Semi ICT Equipment and Semi-Expendable Furniture & Fixtures for the Guidance & Counselling Office of MinSU Main Campus

PR No.: PR24-0203

		RFQ No.	2024-91		
		ABC Amount: F	ABC Amount: Php149,227.00		
Compa	any Name :				
Addres	ss :				
ı	Please quote your lowest price on the items / listed below, subject to the General Co	ndition on the last pa	ge, stating the shortest time of		
deliver	ry 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 Cha	irperson		
Note:	1. All entries must be typewritten.				
	2. Delivery Period withincalendar days.				
	3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipm	ent, from date			
	of acceptance by the procuring entity.				

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).

4. Price validity shall be a period of 30 calendar days.

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	80		
2	pieces	Expanding Envelope, Long, green	98		
3	reams	Bond Paper, sub 20, Long	18		
4	reams	Bond Paper, sub 20, Short	28		
5	reams	Bond Paper, sub 20, A4	18		
6	reams	Laminating Film (long) 222x337x250mic	2		
		Ribbon Roll 1/4 inch 30 meters 2- tined Green			
7	roll	and red	2		
		Lot 2- Photocopier Toner			
1	box	Print Cartridge Black IM C2500	2		
2	box	Print Cartridge cyan IM C2500	1		
		Lot 3- Semi-ICT Equipment			
1	pieces	Printer	1		
		ecoTank L6290 A4 WiFi Duplex All-in-One Ink			
		Tank Printer with ADF			
		USB 2.0, WiFi, Ethernet			
		Color: Black			
2	pieces	CPU	1		
		S501MD-0G7400003WS, Intel Pentium G7400,			
		8GB RAM, 256GB SSD, Win11			
		Color: Black			
		Lot 4- Semi-Expendable Furniture & Fixtures			
1	pieces	Steel Cabinet	1		
		Powdered coated metal, gauge 21, plastic roller			
		for railing			
		Color: Light Gray (LxWxH) (45.6x62x133.1cm)			
2	pieces	Office Table	1		
		Height 740mm x Depth 700mm x Width 1500mm			

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	Color: Beech or Black			
	Board Thickness: top 18 mm/ Body 15mm			
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		TOTAL		

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

Supp	lier's Signature over Printed Name
	TIN No. of Establishment
	Contact Number
	Date

#### **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.

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## 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.