



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the University Library of MinSU Bongabong Campus

PR No.: 2024-056

RFQ No. 2024-93

ABC Amount: Php62,666.88

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
1	btls	Ink Refill Black (1000ml)	2		
2	btls	Ink Refill Cyan (1000ml)	2		
3	btls	Ink Refill Magenta (1000ml)	2		
4	btls	Ink Refill Yellow (1000ml)	2		
5	rolls	Plastic Cover #6	5		
6	pcs	Assorted cartolina	30		
7	bxs	Ballpen (I-Gel GL 165) red /blue	1		
8	bxs	Binder Clip (1 1/4)	5		
9	bxs	Binder Clips (2 inches)	5		
10	bxs	Binder Clips 1" (25mm width)	5		
11	bxs	Binder Clips 25mm	5		
12	bxs	Binder Clips 3/4" (19mm)	5		
13	bxs	Binder Clips Jumbo	5		
14	pcs	Brown Envelop Long	11		
15	pcs	Certificate Holder - Short	10		
16	pcs	Clear Folder- long/green	30		
17	pcs	clear Folder (short)	30		
18	reams	Colored Paper (assorted)	3		
19	pcs	Correction tape 6mx5mm	10		
20	pcs	Cutter (Small)	3		
21	rolls	Double Sided Tape 1/2	10		
22	pcs	Double Sided Tape	11		
23	pcs	expanded folder (long) green	10		
24	reams	Folder Long 14pts 100's	1		
25	bxs	Gel Ballpen (Blue)	1		
26	btls	Glue (240g)	10		
27	bxs	Index Clear Tab (white)	5		
28	bxs	Marker Permanent	1		
29	bxs	Paper Clip (Big) (48mm)	8		



30	bxs	Paper Clip (small) (32mm)	8		
31	bxs	Paper Clips (Coated , 50mm)	8		
32	pcs	Penicl Sharpener, rotary w/ clamp	1		
33	bxs	Pencil #2	2		
34	packs	Photo Paper (A4, Plain back)	5		
35	pcs	Plastic ruler	5		
36	bxs	Push Pin	5		
37	pcs	Record Book 200lvs	10		
38	pcs	Scissor Big	5		
39	pcs	Scotch tape (2")	33		
40	rolls	Scotch Tape 3/4	40		
41	pcs	Scotch tape (1")	40		
42	box	Highlighter (yellow/green)	1		
43	bots	Stamp pad Ink	3		
44	bxs	Staple wire #35	5		
45	pcs	Stapler w/ remover	1		
46	packs	Sticker paper (long, white)	5		
47	pad	Sticky Note (76x76mm)	5		
48	pcs	Tape Dispender	2		
49	reams	Vellum Board-long	14		
50	pcs	white Folder (long)	10		
XX					
			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



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.