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REQUEST FOR QUOTATION

Supply and Delivery of Supplies and Materials for the ASTEER and Extension Office at MinSU Main Campus

PR No.: PR24-0182 RFQ No. 2024-103

		ABC Amount: Php100,000.00
Company Name	:	
Address :		
Please quot	e your lowest price on the items / listed	below, subject to the General Condition on the last page, stating the shortest time of

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

__ in the address stated in the last page.

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.

delivery and submit your quotation duly signed by your representative not later than _

- 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- Pantry Supplies			
1	dozen	Fork and Spoon	1		
2	set	laddle, HD, 4 pcs	1		
3	dozen	Ceramic plate , 10"	2		
4	pcs	Serving Plate , ceramic 12"	3		
5	pcs	Serving bowl, ceramic 9"	6		
6	set	Drinking Glasses, 6 pcs	4		
7	set	Mug set , 6 pcs, 7cm	4		
8	set	Bowl set, 6pcs	4		
9	pcs	Pitcher, 2L	2		
10	set	Knife Set	1		
11	unit	plastic Dish Organizer (H,60cm, W:33cm L: 51cm	1		
12	pcs	Chopping Board, HD, 30x42x2cm, plastic	1		
13	unit	Gas Stove Stand, HD	1		
14	unit	Gas Stove Double Burner, HD w/ regulator	1		
15	set	Iron Wok with Lid & spoon , 36cm	1		
16	set	stainless Cookware set glass lid (6pcs) HD	1		
17	pcs	Cauldron, 25cm	1		
18	pcs	Cauldron, 34cm	1		
19	unit	Rice Cooker, 2.8L	1		
20	set	Food Container/ Lunch Boxes	1		
		Lot 2-Construction Materials			
1	m	HDPE Piep 1/2 , SDR 11	50		
2	pcs	GI coupling 1/2", HD	10		
3	pcs	GI Elbow 1/2", HD	10		
4	pcs	GI Tee 1/2", HD	10		
5	pcs	GI Cap 1/2", HD	5		
6	pcs	GI Union 1/2", HD	5		
		Lot 3- Other Supplies			
1	gal	Bleach	5		

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2	gal	Dishwasing Liquid	5	
3	gal	Multipurpose cleaner	10	
4	pcs	Scrubbing pad	25	
5	roll	Tissue Paper	25	
6	bot	Isopropyl Alcohol (70%), 500ml	20	
7	pcs	Soft Broom	5	
8	pcs	Broomstick (irok)	5	
9	pcs	Dustpan	4	
10	pcs	Wide Cleaning Mop	5	
11	set	Spin Mop	2	
12	kg	Powder Soap	10	
13	bot	hand Soap, 750ml	12	
14	bot	toilet Bowl Cleaning Liquid, 500ml	5	
15	pcs	Doormat	12	
16	pcs	Round Rags	36	
17	pcs	Bathroom Freshener	40	
18	pcs	Air freshener, 360ml	11	
		Lot 4- LPG tanks		
		for Kitchen Pantry		
1	unit	LPG Tank, filled, 11kg	2	
2	unit	LPG Refill, 11kg	2	
		for Utility Supplies		
3	unit	LPG Tank, filled, 11kg	1	
4	unit	LPG Refill, 11kg	4	
		Lot 5- PP Bags		
1	bundle	PP Bags (0.03) 8x12	30	
2	bundle	PP Bags (0.03) 7x12	20	
3	bundle	PP Bags (0.03) 6x12	10	
X	VXVXVXVXVX	«vxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx	VXVXVXVXVXVXVXVX 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
_	Data .

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

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- 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

- 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.
- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 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.