



REQUEST FOR QUOTATION

**Supply and Delivery of Medals, Office Supplies, Tarpaulin, Foods, Yearbook and Photo Package for the 2024 Graduation Ceremony at MinSU
Supply and Delivery of Office Supplies and ICT Equipment for the Registrar's Office at MinSU Main Campus**

PR No.: PR24-0205
RFQ No. 2024-106
ABC Amount: Php354,212.00

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
Lot 1- Office Supplies					
1	boxes	Bond Paper Sub. 20, Long	20		
2	boxes	Bond Paper Sub. 20, A4	20		
3	boxes	Bond Paper Sub. 20, Short	10		
4	boxes	Bond Paper (Legal Size)	5		
5	boxes	Ballpen, Black	10		
6	boxes	Pencil, #2	5		
7	boxes	Staple Wire	10		
8	pcs	Double Sided tape (1 inch)	3		
9	pcs	Folder, white long	800		
10	packs	Gold Seal, sticker, #24	20		
11	pcs	Certificate Holder	40		
12	boxes	Paper clip, small	10		
13	boxes	Paper Clip, big	10		
14	packs	Sticker paper, A4	10		
15	boxes	Push pin	3		
16	boxes	Thumb tucks	3		
17	boxes	paper fasteners, #7	20		
18	pcs	Glue, 130g	10		
19	pcs	Logbook	10		
20	boxes	Sign pen, black, 0.5mm	10		
21	roll	plastic Cover (.6)	1		
22	packs	Clear Folder, long	10		
23	pcs	Correction tape	20		
24	bundle	Folder, brown long	30		
25	bundle	Brown envelop, long	30		
26	boxes	Highlighter, green	3		
27	boxes	Highlighter, yellow	3		



28	boxes	Highlighter, pink	3		
29	pcs	Expandable Envelope, Long	50		
30	pcs	Ink, PIXMA 810 -BLACK	60		
31	PCS	Ink, PIXMA 811 -COLORED	30		
32	pcs	Ink , L3210 #003, Y	10		
33	pcs	Ink , L3210 #003, M	10		
34	pcs	Ink , L3210 #003, K	10		
35	pcs	Ink , L3210 #003, C	10		
36	bottles	Ink 664, Black	5		
37	bottles	Ink 664, Cyan	1		
38	bottles	Ink 664, Magenta	1		
39	bottles	Ink 664, Yellow	1		
40	pcs	Ink , L6290 #001, Y	10		
41	pcs	Ink , L6290 #001, M	10		
42	pcs	Ink , L6290 #001, K	10		
43	pcs	Ink , L6290 #001, C	10		
44	pcs	Ink , L14150 #001, Y	10		
45	pcs	Ink , L14150 #001, M	10		
46	pcs	Ink , L14150 #001, K	10		
47	pcs	Ink , L14150 #001, C	10		
48	units	University dry Seal	2		
49	unit	Customized self-inking stamp (certified copy)	1		
		<i>Dimension: H-3.62cm, W-5.56 cm</i>			
		Lot 2- ICT Equipment			
1	pcs	Printer	1		
		<i>Print, Scan, Copy and fax</i>			
		<i>Compact Integrated Tank Design</i>			
		<i>Print speeds up to 15.5ipm for black and 8.5ipm for color</i>			
		<i>Auto-Duplex printing</i>			
		<i>ADF capability</i>			
		<i>Ethernet & Wi-Fi Direct</i>			
		<i>Seamless setup with Smart panel</i>			
		<i>Borderless Printing up to A4 size</i>			
		<i>Spill-free ink refilling</i>			
		<i>Standard paper Input Capacity: Up to 250 sheets of Plain Paper (80 g/m2), Up to 20 sheets of premium Glossy Photo paper</i>			
2	pcs	Printer	1		
		<i>Printing Size: this printer supports A3+ size printing (approximately) 13x19 inches), making it suitable for larger documents and graphics</i>			
		<i>Wireless Connectivity</i>			
		<i>ADF (Automatic Document Feeder):</i>			
		<i>Scanner/ copier/ fax:</i>			
		<i>Auto-Duplex Printing</i>			



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.