**REQUEST FOR QUOTATION**

**Supply and Delivery of Rice Hull Carbonizer**

**for the Research Project on Automated Banana Leaf Singeing Technology of MinSU**

**PR No.: PR24-0148**

**RFQ No.:2024-105**

**ABC Amount: Php80,000.00**

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

**4. Certificate of Compliance shall be attached upon submission of the Quotation stating that:**

* Servicing Agency has the mandate to deliver goods and services required to be procured or to undertake the infrastructure project or consultancy required by the Procuring Agency;
* Servicing Agency has the absorptive capacity to undertake the project;
* Servicing Agency owns or has access to the necessary tools and equipment required for the project; and
* Sub-contracting is not allowed. However, the servicing agency may implement the infrastructure project in-house, by job-order, or through the pakyaw contracting system

**6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).**

**7. Mode of delivery: Door to Door Delivery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Unit** | **ITEM AND DESCRIPTION** | **QTY.** | | **UNIT PRICE** | **TOTAL AMOUNT** |
| **1** | Unit | **Rice Hull Carbonizer** | 1 | |  |  |
|  |  | * Input Capacity: min. of 40 kg/hr |  | |  |  |
|  |  | * Output Capacity: (min. 16 kg/hr) |  | |  |  |
|  |  | * Continuous-type |  | |  |  |
|  |  | * Material Used: Black Iron |  | |  |  |
| **xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx** | | | | | |  |
|  | | | | 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 requirement/s a certificate (Certificate of Compliance) from the relevant officer of the Servicing Agency that the latter complies with all the foregoing conditions[[1]](#footnote-1):
3. Servicing Agency has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the Procuring Agency;
4. Servicing Agency has the absorptive capacity to undertake the project;
5. Servicing Agency owns or has access to the necessary tools and equipment required for the project;
6. Sub-contracting is not allowed. However, the servicing agency may implement the infrastructure project in-house, by job-order, or through the pakyaw contracting system; and
7. For procurement of infrastructure projects, the Servicing Agency must have a track record of having completed, or supervised a project, by administration or by contract, similar to and with a cost of at least fifty percent (50%) of the project at hand.

**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, in case of approval, the HOPE shall enter into a Memorandum of Agreement (MOA) with the Servicing Agency[[2]](#footnote-2).

**Evaluation of Quotations**

Quotations shall be compared, reviewed, 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/MOA but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract/MOA 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.

1. Based on Section 53.5. Agency-to-Agency, Annex H V.5(b): Consolidated Guidelines for the Alternative Methods of Procurement [↑](#footnote-ref-1)
2. Rule XVI Section 53 and Annex “H” V.D.5(c)(iv) [↑](#footnote-ref-2)