



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Photocopier Toner, and Semi-Expendable ICT Equipment for the University Library of MinSU Main Campus

PR No.: PR24-0218
RFQ No. 2024-107
ABC Amount: Php750,000.00

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. 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
Lot 1- Office Supplies					
1	boxes	Ballpen (0.5, Black)	3		
2	boxes	Ballpen (0.5, Blue)	2		
3	boxes	Ballpen (Black)	7		
4	boxes	Pencil (#2)	2		
5	pcs	Scissor -Big	2		
6	pcs	Ruler, Metal (stainless)	4		
7	reams	Bond Paper (long) subs. 20 (reams)	10		
8	reams	Bond Paper (short) subs. 20 (reams)	10		
9	reams	Bond Paper (A4) subs. 20 (reams)	10		
10	pcs	Packaging Tape 2 inches	30		
11	pcs	Double sided tape	30		
Lot 2- Photocopier Toner					
1	cart	IM C2000 Black	1		
2	cart	IM C2000 Yellow	1		
3	cart	IM C2000 Magenta	1		
4	cart	IM C2000 Cyan	1		
Lot 3- Semi-Expendable ICT Equipment					
1	set	Desktop Computer	14		
		<i>Operating System; Windows 11 Home SL, with MS Office for Home & Student</i>			
		<i>Processor: Intel Core i3-13100 processor (4 cores 8 threads 3.4GHz up to 4.5GHz, 12MB Intel Smart cache</i>			
		<i>Chipset: Intel H610 Chipset</i>			
		<i>Memory: 8GB DDR4 3200MHz UDIMM up to 32GB of Dual-channel DDR4</i>			
		<i>Storage: 256GB M.2 2280PCI-E SSD + 1TB 3.5 inch 7200 RPM</i>			



		Graphics: Intel UHD 730Graphics for 13th Generation 9better performance than NVIDIA GT730 2 GB)			
		Audio Integrated high-definition, 1.1 channel surround sound			
		WLAN: 802.1ac/a/b/g/n wireless LAN and Bluetooth 5.0			
		LAN: Gigabit Ethernet			
		front/Side I/O connectors			
		card reader: Yes, Audio Jack(s): 2			
		USB 3.2 Gen 1 Type A port(s): 1 USB 3.2 Gen 1 Type c port(s): 1			
		rear I/O Connectors- HDMI port(s) Port 1 HDMI-out 2.0			
		Port 2- HDMI out 1.4b LAN ports: 1 Audio jack(s): 3			
		USb2.0 Type a port(s): 4			
		USB: 3.2Gen 1			
		Type A port(s), Number of PCIe x16 slot(s) 1, Number of PCIe1 slots: 1			
		m.2 slot (for SSD): 1, M.2 slot 9for WLAN):1			
		300W, USB Wired Keyboard 7 Wired Mouse			
		Monitor			
		Model: KA222Q Hbi, Size: 21.5 inch, Input: VGA + HDMI, max res: 1920x1080 @100Hz			
		Technology: VA , Colors: 16.7 million, Glare: None, Response Time: 1 ms VRB, with VGA+HDMI cable, Weiht:9.3KG			
		Dimension: 49.4x23.4x41.7			
2	pcs	WebCam	5		
		2MP web camera, 2MP CMOS Sensor, High quality imaging with 1920x1080 resolution: Min. illumination:0.1 lux @ (F1.2, AGC ON), AGC for self-adaptive brightness, built-in microphone with clear sound,			
		Type A interface, supporting UCB 2.0 protocol, Plug-and-play, no need to install driver software, 3.6mm fixed lens			
3	pcs	Printer	2		
		Print technology, typically tank printers use inkjet technology for high quality color and black,			
		Print technology, typically tank printers use inkjet technology for high quality black and white printing,			
		ink tank system: smart tank printers are known for their refillable ink tanks, which can significantly reduce printing costs over time compared to traditional ink cartridges			



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.