



**REQUEST FOR QUOTATION**

**Supply and Delivery of Office Supplies, Drugs & Medicines, Medical & Dental Supplies, Other Supplies and Medicine First Aid Kit for the University Clinic at MinSU Calapan City Campus**

PR No.: 2024-087  
RFQ No. 2024-130  
ABC Amount: Php520,725.00  
Sub-total Lot 1 Php12,956.00  
Sub-total Lot 2 Php329,969.00  
Sub-total Lot 3 Php99,870.00  
Sub-total Lot 4 Php62,930.00  
Sub-total Lot 5 Php15,000.00

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:
- All entries must be typewritten.
  - Delivery Period within \_\_\_\_calendar days.
  - 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.
  - Price validity shall be a period of 30 calendar days.
  - G-EPS Registration Certificate shall be attached upon submission of the Quotation.
  - Bidders shall submit Original Brochures showing certification of the product being offered (optional).
  - Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
<b>Lot 1- Office Supplies</b>					
1	dozens	Ballpen (black)	1		
2	pcs	Battery-AA heavy duty	50		
3	pcs	Battery-AAA heavy duty	50		
4	pcs	Correction tape	10		
5	pcs	Cutter-heavy duty cutter	2		
6	pcs	Double sided tape	5		
7	bottles	Ink 664 black	2		
8	bottles	Ink 664 cyan	2		
9	bottles	Ink 664 magenta	2		
10	bottles	Ink 664 yellow	2		
11	pcs	Folder long	50		
12	pcs	Folder short	50		
13	pcs	Glue 200ml	3		
14	pcs	Glue gun	1		
15	pcs	Glue stick	5		
16	pcs	Logbook 300 pages	3		
17	reams	Long bond paper - sub 20	5		
18	reams	A4 bonf paper - sub 20	5		
19	reams	Short Bond paper- sub 20	5		
20	pcs	Masking tape	3		
21	boxes	Paper clips (medium)	3		
22	boxes	Pencil no. 2	2		
23	pcs	Permanent marker (black)	10		
24	boxes	Pushpins	2		
25	pcs	Scissors (Big)	5		
26	pcs	Scotch tape 2"	10		



27	boxes	Staple wire (no. 35)	2		
28	pcs	White Board marker (black)	5		
		<b>Lot 2- Drugs and Medicines</b>			
1	sachets	Acetylcysteine 200mg	200		
2	tablets	Aluminum Hydroxide + Magnesium Hydroxide Simeticone	500		
3	tablets	Amlodipine 5mg	300		
4	tablets	Amoxicillin 500mg	500		
5	ampules	Anti-tetanus serum 150o IU	20		
6	tablets	Acscorbic Acid 500mg	4500		
7	tablets	Azithromycin 500 mg	200		
8	tablets	Betahistine 24mg	100		
9	tablets	Butamirate 50mg	500		
10	sachets	Calamine 3.5 grams topical ointment	50		
11	tablets	Cefalexin 500mg	500		
12	tablets	Cetirizine 10mg	300		
13	tablets	Clindamycin 300mg	300		
14	tablets	Ciprofloxacin 500mg tablets	600		
15	tablets	Cinnarizine 25mg	300		
16	tubes	Clobetasol 15g tube	5		
17	tablets	Cloxacillin 500mg	1000		
18	tablets	Co-Amoxiclav 500mg	200		
19	bottles	Crotamiton 10% 60ml	3		
20	tablets	Domperidone 10mg	200		
21	tablets	Hyosine 10mg	500		
22	tablets	Lagundi 600mg	500		
23	ampules	Lidocaine 2% hydrochloride with epinephrine injectable solution	10		
24	tablets	Loratadine 10mg	500		
25	tablets	Loperamide 2mg	600		
26	tablets	Mefenamic Acid 500mg	2000		
27	tablets	Multivitamins	1000		
28	tubes	Mupirocin 15g tube	10		
29	tablets	Omperezole 20 mg	50		
30	tablets	Paracetamol 500mg	4000		
31	tablets	Blumea balsamifera 500mg (Sambong)	500		
32	tablets	Silver Sulfadiazine tube	5		
33	tubes	Tetanus Toxoid	20		
34	tablets	Tranexamic Acid 500mg	100		
35	tablets	Vitamin B1 B6 B12	200		
36	vials	Anti-Flu vaccine	226		
		<b>Lot 3- Medical and Dental Supplies</b>			
1	bottles	Aceite de Manzanilla 50ml	5		
2	boxes	Band Aid	10		
3	pieces	Betadine wound Spray 55gms	5		
4	bottles	Betadine Solution (120ml)	5		
5	packs	Cotton Ball (30pcs/pack)	25		
6	boxes	Disposable ice bag (ziplock pouch)	5		



7	boxes	Gloves (medium)	3		
8	pieces	Elastic bandage 3"	5		
9	bottles	Efficasecent Oil (25ml)	10		
10	bottles	Hydrogen Peroxide (120ml)	20		
11	pieces	Ice Chest (medium)	1		
12	gallons	Isoprophyl alcohol 70%-gal	10		
13	boxes	Medicated patch	20		
14	bottles	Menthol crystals methyl salicylate eucalyptus oil 2.5ml	20		
15	boxes	micropore 1inch	4		
16	boxes	micropore 1/2 inch	4		
17	pieces	Methyl Salicylate (oil of wintergreen)	20		
18	bottles	Methyl Salicylate Menthol Crystals Eucalyptus Oil 20ml	40		
19	pcs	Nebulization Kit with mask (adult)	10		
20	pcs	Oxygen Regulator	1		
21	pcs	Methyl Salicylate Camphor + menthol (120ml)	20		
22	pcs	Povidone Iodine (30ml)	20		
23	pcs	Pulse Oximeter	3		
24	boxes	Salbutamol Nebule	2		
25	boxes	Sterile gauze 4x4	2		
26	box	Syringe 10cc	1		
27	box	Syringe 5cc	1		
28	box	Syringe 3cc	1		
29	box	Syringe 1cc	1		
30	pcs	Tackle box (big) heavy duty	2		
31	pcs	Vaporub (med)	10		
32	boxes	Zinc Oxide + Calamine	2		
33	bottles	Urine Strips	5		
34	boxes	Anesthetic solution (lidocaine)	2		
35	boxes	Ansell gloves (6.5 size)	5		
36	pieces	Beautifil composite A1	2		
37	pieces	Beautifil composite A2	2		
38	pieces	Beautifil composite A3	2		
39	pieces	Beautifil composite opaquer	2		
40	pieces	Cordless light cure machine	1		
41	boxes	Dental Needle	2		
42	packs	Disposable paper cup	20		
43	boxes	Dental bib with clip (waterproof)	10		
44	pieces	Dental floss	10		
45	piece	G1 Ultrasonic Scaler tip	1		
46	piece	G5 Ultrasonic Scaler tip	1		
47	pcs	High quality composite finishing burs	15		
48	pcs	High quality dental diamond round burs	20		
49	pcs	Mouth Mirror	20		
50	packs	Micro Applicator	4		
51	bottles	Resto bonding agent	2		
52	packs	Saliva Ejector tip	5		





# Mindoro State University

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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.