**REQUEST FOR QUOTATION**

**Supply and Delivery of Office Supplies, Medical and Dental & Laboratory Supplies, And Drugs & Medicines for the MinSU Bongabong Campus**

**PR No.: 2024-093**

**RFQ No. 2024-135**

**ABC Amount: Php446,704.00**

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 | Gel ballpen (blk/blue) | 2 | |  |  |
| 2 | pcs | Pentel pen black fine | 5 | |  |  |
| 3 | pcs | Pentel pen black broad | 5 | |  |  |
| 4 | reams | Bond paper long subs 20 | 10 | |  |  |
| 5 | reams | Bond paper short subs 20 | 10 | |  |  |
| 6 | reams | Bond paper A4 subs 20 | 10 | |  |  |
| 7 | set | Printer ink #664 (B/C/M/Y) | 5 | |  |  |
| 8 | ream | White folder long 14 pts | 5 | |  |  |
| 9 | bxs | Paper clips coated 50mm | 5 | |  |  |
| 10 | bots | Glue 240gr | 5 | |  |  |
| 11 | bxs | Staple wire #35 | 5 | |  |  |
| 12 | boxes | plastic fastener | 1 | |  |  |
|  |  | **Lot 2 - Medical, Dental & Lab. Supplies** |  | |  |  |
| 1 | boxes | Disposable gloved - med | 20 | |  |  |
| 2 | boxes | Disposable gloved - large | 20 | |  |  |
| 3 | boxes | Kenesiology muscle tape (green, yellow, black) | 5 | |  |  |
| 4 | pcs | 3M Steri-strips skin Closure application | 20 | |  |  |
| 5 | packs | Cotton bads 200 tips/pack | 10 | |  |  |
| 6 | bots | Methyl Salicylate Menthol Crystal Eucalyptus oil 10ml | 25 | |  |  |
| 7 | bots | Menthol & Methyl Salicylate + Eucalyptus oil + campur 10ml | 25 | |  |  |
| 8 | bots | Cool pain spray 250ml | 20 | |  |  |
| 9 | boxes | Methyl Salicylate 1 -Menthol Tocopherol Acetate (vit E) dl - Camphor | 20 | |  |  |
| 10 | packs | Dental Cotton roll | 10 | |  |  |
| 11 | packs | Cotton balls 300's | 20 | |  |  |
| 12 | boxes | BD Ultra Fine II Insulin syringe 0.3ml | 5 | |  |  |
| 13 | boxes | Dental Needle | 10 | |  |  |
| 14 | packs | Paper towel 3's | 200 | |  |  |
| 15 | packs | Dental polyster bib | 5 | |  |  |
| 16 | boxes | Denjec Gauze 27 short disposable needle | 3 | |  |  |
| 17 | boxes | One Touch Select strips | 10 | |  |  |
| 18 | boxes | Lancet needle 200pcs/box | 5 | |  |  |
|  |  | **Lot 3 - Drugs & Medicines** |  | |  |  |
| 1 | tabs | Acetylcysteine 600mg | 200 | |  |  |
| 2 | tabs | magnesium Hydroxide 100mg | 500 | |  |  |
| 3 | tabs | Amlodepine Besilate 5mg | 100 | |  |  |
| 4 | tabs | Amoxicillin 500mg | 500 | |  |  |
| 5 | tabs | Ascorbic Acid (Vit.C) 500mg | 2000 | |  |  |
| 6 | tabs | Azithromycin 500mg | 120 | |  |  |
| 7 | tabs | Betahistine 16 mg | 250 | |  |  |
| 8 | bots | Calamine 8% lotion (60ml) | 10 | |  |  |
| 9 | tabs | Cefuroxime 500mg | 1000 | |  |  |
| 10 | caps | Celecoxib 200mg | 200 | |  |  |
| 11 | tabs | Ciprofloxacin 500mg | 500 | |  |  |
| 12 | tabs | Co-amoxiclav 625mg | 1500 | |  |  |
| 13 | tabs | Cetirizine 10mg | 50 | |  |  |
| 14 | bots | PNSS 500ml | 5 | |  |  |
| 15 | bots | D5 water 500ml | 5 | |  |  |
| 16 | tube | Erythromycin 0.5% 3.5g (Eye ointment) | 10 | |  |  |
| 17 | bots | Hydrogen peroxide 3% 120ml | 10 | |  |  |
| 18 | tabs | Hyosiene 10 mg | 200 | |  |  |
| 19 | bots | Hypromellose 0.3% 10ml (Eye drops) | 20 | |  |  |
| 20 | tabs | Ibuprofen 400mg | 400 | |  |  |
| 21 | tabs | Lagundi Vitex Negundo L 600mg | 3000 | |  |  |
| 22 | tabs | Lasartan 50mg | 100 | |  |  |
| 23 | caps | Mefenamic acid 500mg | 460 | |  |  |
| 24 | caps | Multivitamins | 2000 | |  |  |
| 25 | tube | Mupirocin 2% ointment 5g | 20 | |  |  |
| 26 | caps | Omeprazole 20mg | 200 | |  |  |
| 27 | tabs | Paracetamol 500mg | 2000 | |  |  |
| 28 | tabs | Loratadine 10mg | 99 | |  |  |
| 29 | bots | Povidone lodine 1% 120ml (wound solution) | 8 | |  |  |
| 30 | bots | Povidone lodine 1% 120ml (oral solution) | 20 | |  |  |
| 31 | ampule | Salbutamol 1mg/ml, 2.5ml respiratory | 20 | |  |  |
| 32 | tabs | Sambong Blumea Balsamifera 500mg | 1000 | |  |  |
| 33 | caps | Tranexamine Acid 500mg | 200 | |  |  |
| 34 | bxs | Lidocaine 2% E-100 w/Epinephrine 1:1000,000 injectable solution (50 glass/bx) | 8 | |  |  |
| 35 | tabs | Meclizine HCl 25mg | 500 | |  |  |
|  |  | **Lot 4 - Other supplies & materials** |  | |  |  |
| 1 | packs | Resealable plastic 6.2 x 9cm | 5 | |  |  |
| 2 | packs | Resealable plastic7 x 10cm | 5 | |  |  |
| 3 | packs | Resealable plastic 9 x 13cm | 5 | |  |  |
| 4 | packs | Resealable plastic 20 x 30cm | 5 | |  |  |
| 5 | packs | Disposable cups 6.5 oz 50's | 20 | |  |  |
| 6 | packs | Detergent power 1 kg Antibacterial w/active clean technology | 50 | |  |  |
| 7 | bots | Liquid hand soap w/ pump 1lt | 20 | |  |  |
| 8 | bots | Dishwashing liquid- Antibac 750ml | 20 | |  |  |
| 9 | gals | Multi purposesBleach- Original 1 gal | 20 | |  |  |
| 10 | bots | Multi Purpose Bleach Multi-clean 900 ml | 20 | |  |  |
| 11 | bots | Scent 500m 1 | 50 | |  |  |
| 12 | bots | Disinfectant spray 310g | 100 | |  |  |
| 13 | packs | Toilet bowl cleaning strips 3's | 100 | |  |  |
| 14 | gals | Mosquito fogging solution (Miracle) | 10 | |  |  |
| 15 | rolls | Garbage bag roll 26 x 32" large 10's | 10 | |  |  |
| 16 | pcs | scouring pad med | 24 | |  |  |
| 17 | set | Fitted canadian cotton be sheet Garterized w/ pillow case (3n1) - Color cream plain - single | 6 | |  |  |
| 18 | pcs | Pillow gentle bounce (white) | 2 | |  |  |
| **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 requirements:
3. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
4. PhilGEPS Registration
5. Valid Mayor’s/Business Permit
6. Omnibus Sworn Statement
7. BIR Certificate of Registration
8. Latest Income/Business Tax Return
9. TAX Clearance
10. DTI Registration/SEC Certificate
11. 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.