**REQUEST FOR QUOTATION**

**RESEARCH, DEVELOPMENT, FABRICATION, TESTING AND AUTOMATION OF CONVEYOR SYSTEM AND IMPROVEMENT OF CARBONIZER (FEEDING SYSTEM & HEAT EXCHANGER TECHNOLOGY) FOR THE PROJECT, “DEVELOPMENT OF AUTOMATED BANANA LEAF SINGEING TECHNOLOGY FOR FOOD CONTACT MATERIALS USING CONTINUOUS-TYPE RICE HULL CARBONIZER”**

**PR No.: PR24-0178**

**RFQ No. 2024-144**

**ABC Amount: Php505,652.00**

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. The following documentary requirements shall be attached upon submission of the Quotation:**

* Mayor’s Permit
* PhilGEPS Registration Number
* Curriculum Vitae (Optional) (Consulting Services)
* Latest Income/Business Tax Return

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Unit** | **ITEM AND DESCRIPTION** | **QTY.** | | **UNIT PRICE** | **TOTAL AMOUNT** |
|  | Unit | Conveyor System | 1 | |  |  |
|  |  |  |  | |  |  |
|  | lot | Heat Exchanger & Feeding System | 1 | |  |  |
|  |  |  |  | |  |  |
|  | lot | Automation Sensors and Control System | 1 | |  |  |
|  |  |  |  | |  |  |
|  | Lot | Research, Troubleshooting, & Testing | 1 | |  |  |
|  |  | \*attached design and list of materials |  | |  |  |
| **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 (except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Section 53.5(Agency-to-Agency) and Section 53.14 (Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant products, Airline Tickets, and Online Subscriptions) of the IRR:
3. **Alternative Modality**
4. **Direct Contracting [Section 50], and Shopping [Section 52.1(b)]**
5. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
6. PhilGEPS Registration Number
7. Valid Mayor’s/Business Permit
8. Latest Income/Business Tax Return (for ABCs above ₱500,000.00)
9. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
10. **Negotiated Procurement**
11. **Two Failed Biddings [Section 53.1.]**
12. PhilGEPS Platinum if legal eligibility requirements are not subject to revision after the conduct of the mandatory review[[1]](#footnote-1)
13. Emergency Cases [Section 53.2]
14. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
15. PCAB License (Infrastructure)
16. NFCC (for Infrastructure, ABCs above ₱500,000.00)
17. Omnibus Sworn Statement (for ABCs above ₱500,000.00)
18. Valid Mayor’s/Business Permit
19. Latest Income/Business Tax Return (for ABCs above ₱500,000.00)
20. Take-Over of Contracts [Section 53.3.2; for new bidders]
21. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
22. Valid Mayor’s/Business Permit
23. Professional License/Curriculum Vitae (Consulting Services)
24. PhilGEPS Registration Number
25. PCAB License (Infrastructure)
26. NFCC (for Infrastructure)
27. Adjacent/Contiguous [Section 53.4]
28. PCAB License (Infrastructure)
29. NFCC (for Infrastructure)
30. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services [Section 53.6]
31. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
32. PhilGEPS Registration Number
33. Valid Mayor’s/Business Permit
34. Professional License/Curriculum Vitae (Consulting Services)
35. Latest Income/Business Tax Return (for ABCs above ₱500,000.00)
36. Highly Technical Consultant [Section 53.7]
37. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
38. PhilGEPS Registration Number
39. Valid Mayor’s/Business Permit
40. Professional License/Curriculum Vitae
41. Small Value Procurement [Section 53.9]
42. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
43. PhilGEPS Registration Number
44. Valid Mayor’s/Business Permit
45. Professional License/Curriculum Vitae (Consulting Services)
46. PCAB License (Infrastructure)
47. Latest Income/Business Tax Return (for ABCs above ₱500,000.00)
48. Omnibus Sworn Statement (for ABCs above ₱500,000.00)
49. Lease of Real Property of Venue [Section 53.10]
50. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
51. PhilGEPS Registration Number (except for government agencies as lessors)
52. Valid Mayor’s/Business Permit (except for government agencies as lessors)
53. Latest Income/Business Tax Return (except for government agencies as lessors)

**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.

1. As amended by GPPB Resolution No. 15-2021, dated 14 October 2021, published in the Official Gazette on 20 November 2021 [↑](#footnote-ref-1)