**REQUEST FOR QUOTATION**

**Supply and Delivery of Office Equipment, ICT Equipment, Furniture & Fixtures and Office Supplies for the FFPCC Office of MinSU Main Campus**

**PR No.: PR24-0279**

**RFQ No. 2024-162**

**ABC Amount: Php258,754.50**

*Sub-total Lot 1 Php55,542.70*

*Sub-total Lot 2 Php51,346.00*

*Sub-total Lot 3 Php56,918.10*

*Sub-total Lot 4 Php15,674.50*

*Sub-total Lot 5 Php63,648.20*

*Sub-total Lot 6 Php15,625.00*

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 Equipment** |  | |  |  |
| 1 | pc | DSLR Camera | 1 | |  |  |
|  |  | AF modes: One-shot AF, Servo AF/ Movie Servo AF |  | |  |  |
|  |  | AF point selection Automatic selection, Manual selection |  | |  |  |
|  |  | AF system points max. 3975 selectable AF point positions/ up to 143 zones (auto selection) |  | |  |  |
|  |  | Shutter Speed Range (sec.). 30-1/4000, Bulb Dimensions (Excl. Protrusions) (mm) (Approx) 116.3 \* 88.1 \* 58.7 |  | |  |  |
|  |  | Image Resolution: 6000x4000 (L), 3984 \* 2656 |  | |  |  |
|  |  | (M), 2976 \* 1984 (S1), 2400 \* 1600 (S2), 6000 \* 4000 (RAW/C-RAW) |  | |  |  |
|  |  | Processor Type: DIGIC 8 | Viewfinder Type: 0.39 inch OLED, approx. 2.36million dots | 59.94 fps refresh rate |  | |  |  |
|  |  | **Lot 2 - ICT Equipment** |  | |  |  |
| 1 | set | Desktop | 1 | |  |  |
|  |  | Operating System: Windows 11 Home Processor Model: Intel® Core™ i5-13400 |  | |  |  |
|  |  | Memory: 8 GB DDR4 |  | |  |  |
|  |  | Storage: 1TB HDD, 256 GB M.2 2280 PCI-E SSD |  | |  |  |
|  |  | Intel® UHD 730 Graphics for 13th Generatior MS Office for Home & Student |  | |  |  |
|  |  | 21.5" screen monitor, 1920 x 1080 @100Hz |  | |  |  |
|  |  | **Lot 3 - Semi-expendable ICT Equipment** |  | |  |  |
| 1 | pc | Projector | 1 | |  |  |
|  |  | Platform supported: Windows |  | |  |  |
|  |  | Normal Mode Lamp Life: 4000 ANSI Lumens |  | |  |  |
|  |  | Maximum Resolution: WUXGA (1,920x1,200) |  | |  |  |
|  |  | HDMI | Audio line out | composite & component video |  | |  |  |
|  |  | Input Voltage: 100-240V |  | |  |  |
| 2 | pc | Printer | 1 | |  |  |
|  |  | Printer Type: Print, Scan, Copy, Fax with ADF |  | |  |  |
|  |  | Maximum Resolution: 4800 x 1200 dpi |  | |  |  |
|  |  | Print Method: PrecisionCore Printhead |  | |  |  |
|  |  | Dimensions (W x D x H): 498 x 358 x 245mm |  | |  |  |
|  |  | Weight: 9.7 kg |  | |  |  |
|  |  | First Page Out Time from Ready Mode (Black / Colour): Simplex: Up to 10 sec / 16 sec \*2 |  | |  |  |
|  |  | Duplex: Up to 17 sec / 25 sec \*2 |  | |  |  |
|  |  | Photo Default - 10 x 15 cm/4x6"\*1: |  | |  |  |
|  |  | Approx. 71 sec per photo (Border) / 95 sec per photo (Borderless) |  | |  |  |
|  |  | **Lot 4 - Semi-expendable Office Equipment** |  | |  |  |
| 1 | pc | Water Dispenser | 1 | |  |  |
|  |  | Dimension: (L)31cm (W)33cm (H)97cm |  | |  |  |
|  |  | 500 W | Compressor type cooling |  | |  |  |
|  |  | With mini storage cabinet | Hot, normal and cold Free standing water dispenser |  | |  |  |
| 2 | pcs | Electric Fan | 4 | |  |  |
|  |  | 16" Stand Fan |  | |  |  |
|  |  | High-performance motor | With thermal fuse protection 3-speed push-button switch | Round stable plastic base oscillation |  | |  |  |
|  |  | **Lot 5 - Semi-expendable Furniture and Fixture** |  | |  |  |
| 1 | pc | Office Table | 1 | |  |  |
|  |  | Material: MDF |  | |  |  |
|  |  | Color Light grey |  | |  |  |
|  |  | dimension: L47" x W23" x H29" |  | |  |  |
|  |  | 3 side drawers, 1 wide drawer |  | |  |  |
| 2 | pc | Steel Cabinet | 2 | |  |  |
|  |  | 4 drawer filing cabinet office |  | |  |  |
|  |  | Light grey color | Anti-tilt locking |  | |  |  |
|  |  | Heavy duty ball bearing runners |  | |  |  |
|  |  | system | Fully Assembled |  | |  |  |
| 3 | pcs | Swivel Chairs | 9 | |  |  |
|  |  | Description: Midback Mesh Office Chair |  | |  |  |
|  |  | 360° swivel | Tilting armrest | Adjustable height |  | |  |  |
|  |  | Chrome plated star-base |  | |  |  |
|  |  | Item Dimension: L64cm x W48cm x H91cm |  | |  |  |
|  |  | **Lot 6 - Office Supplies Expenses** |  | |  |  |
| 1 | bxs | Ballpen-Gel ink blk (12's) | 1 | |  |  |
| 2 | bxs | Ballpen-Gel ink blue | 1 | |  |  |
| 3 | reams | Coupon Bond (Long) | 4 | |  |  |
| 4 | btls | Ink #003 Black | 8 | |  |  |
| 5 | btls | Ink #003 Cyan | 5 | |  |  |
| 6 | btls | Ink #003 Magenta | 5 | |  |  |
| 7 | btls | Ink #003 Yellow | 5 | |  |  |
| 8 | bxs | Paper clip (big) (48 mm) | 5 | |  |  |
| 9 | packs | Photo paper (A4, Plain Back) | 5 | |  |  |
| 10 | pcs | Record book 200 Ivs | 5 | |  |  |
| 11 | packs | Sticker Paper (gloss) | 10 | |  |  |
| 12 | reams | Vellum board - short | 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.