**REQUEST FOR QUOTATION**

**Supply and Delivery of ICT Equipment, Other Supplies, Office Supplies, Semi-Expendable Office Equipment, and Semi-Expandable Office Furniture of Graduate Studies Office at MinSU Main Campus**

**PR No: PR24-0261**

**RFQ No. : 2024-177**

**ABC Amount: Php448,175.00**

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 ICT Equipment** |  | |  |  |
| 1 | Unit | Laptop | 1 | |  |  |
|  |  | Operating System: Windows 11 |  | |  |  |
|  |  | Processor: AMD Ryzen 5 5600H 6 core and |  | |  |  |
|  |  | 12 threads |  | |  |  |
|  |  | Graphics: AMD Radeon Graphics |  | |  |  |
|  |  | Display: 16'' IPS 1920x1200 45% NTSC |  | |  |  |
|  |  | 60Hz 300nits 180 Hinge For Wide |  | |  |  |
|  |  | Flexibility low blue light software certified, |  | |  |  |
|  |  | IceCool cooling system |  | |  |  |
|  |  | Memory: 16GB DDR4 3200MHz |  | |  |  |
|  |  | Storage:512GB Pcle NVMe |  | |  |  |
|  |  | Interfaces: I/O: RIGHT: Audio 3.5 mm |  | |  |  |
|  |  | USB-C 3.2, 2x USB-A 3.2, HDMI, DC in |  | |  |  |
|  |  | LEFT: USB-A 2.0 |  | |  |  |
|  |  | Features:3DNR Webcam,Physical |  | |  |  |
|  |  | Webcam,Sheild, Asus Ai Noise |  | |  |  |
|  |  | Cancelation 99% Bacterial Inhbition, US |  | |  |  |
|  |  | MIL-STD 810H military-grade standar |  | |  |  |
|  |  | Audio: Sonic Master 2x2W |  | |  |  |
|  |  | Camera: 720p HD camera |  | |  |  |
|  |  | Wireless Connectivity: WIFI6E and |  | |  |  |
|  |  | Bluetooth 5.2 |  | |  |  |
|  |  | Battery and Power: 50Wh 3-cell lithium-ion |  | |  |  |
|  |  | battery |  | |  |  |
|  |  | Power Adapter: 90W AC adapter |  | |  |  |
|  |  | Weight and Dimensions: 1.7kg Length |  | |  |  |
|  |  | 358.68mm; Width 249.53mm; Height |  | |  |  |
|  |  | 16.9mm |  | |  |  |
| 2 | Unit | Printer (Multiple Function) | 2 | |  |  |
|  |  | Printer Type: Print, Scan, Copy, Fax with ADF |  | |  |  |
|  |  | Print Method: On-demand inkjet |  | |  |  |
|  |  | (Piozoelectric) |  | |  |  |
|  |  | Printer Languae: ESC/P-R, ESC/P Raster |  | |  |  |
|  |  | Nozelle Configuration: 180x 1 nozzles |  | |  |  |
|  |  | Black, 59x1 nozzles per colour (Cyan, |  | |  |  |
|  |  | Magenta, Yellow ) Maximum Resolution: |  | |  |  |
|  |  | 5760 x 1440 dpi |  | |  |  |
|  |  | automatic 2-sided Printing: No |  | |  |  |
|  |  | Photo Default 0- 10 x 15 cm / 4x6'': \*1 |  | |  |  |
|  |  | Approx. 69 sec per photo (Border) /90 |  | |  |  |
|  |  | sec per photo (Boarderless) \*2 |  | |  |  |
|  |  | Draft, A4 (Black/Colour:) Up to 33 ppm, / 15 ppm\*2 |  | |  |  |
|  |  | ISO 24734, A4 Simplex (Black / Colour): |  | |  |  |
|  |  | Up top 10 ipm / 5.0 ipm\*2 |  | |  |  |
|  |  | First Page out Time from ready mode (Black |  | |  |  |
|  |  | / Colour): Approx. 10sec / 16 sec\*2 |  | |  |  |
|  |  | **LOT 2 - Other Supplies** |  | |  |  |
| 1 | pcs | Spin Mup w/ Spiner Bucket magic Turnado | 1 | |  |  |
| 2 | galoon | Alcohol (Alcoplus) | 4 | |  |  |
| 3 | set | Tisue Paper | 25 | |  |  |
| 4 | liter | All Purpose Cleaner | 6 | |  |  |
| 5 | bottle | Hand Soap | 8 | |  |  |
| 6 | liter | Multi Surface Cleaner | 7 | |  |  |
| 7 | liter | Toilet Bowl Cleaner | 12 | |  |  |
| 8 | pcs | Tile and Grout Brush | 3 | |  |  |
| 9 | pcs | Door Mat | 20 | |  |  |
| 10 | pack | Garbage Bag (Large) | 15 | |  |  |
| 11 | pcs | Garbage Can | 12 | |  |  |
| 12 | pcs | Pail | 4 | |  |  |
| 13 | pcs | Basin Medium | 10 | |  |  |
| 14 | pcs | Water Dipper | 4 | |  |  |
| 15 | liter | Bleach (Original) | 5 | |  |  |
| 16 | panels | Curtain | 65 | |  |  |
| 17 | set | Curtain Rod | 20 | |  |  |
| 18 | bottle | Dishwashing Liquid | 20 | |  |  |
| 19 | kilos | Detergent Powder | 10 | |  |  |
|  |  | **LOT 3 - Office Supplies Expense** |  | |  |  |
| 1 | reams | Bond Paper (Letter) | 55 | |  |  |
| 2 | reams | Bond Paper (A4) | 10 | |  |  |
| 3 | reams | Bond Paper (Long) | 60 | |  |  |
| 4 | box | Gel Pen (0.5) (Black) | 2 | |  |  |
| 5 | box | V10 Grip Signing Pen (Blue) | 3 | |  |  |
| 6 | pcs | Brown Envelope (Long) | 50 | |  |  |
| 7 | pcs | Brown Envelope (Short) | 50 | |  |  |
| 8 | pcs | Clear Folder (long) | 50 | |  |  |
| 9 | pcs | Binder Clips (1.25'') | 15 | |  |  |
| 10 | pcs | Paper Clips (big) | 15 | |  |  |
| 11 | pcs | Paper Clips (Small) | 8 | |  |  |
| 12 | bottle | Ink Refill Colored Black (500 ml) | 3 | |  |  |
| 13 | bottle | Ink Refill Colored Magenta (500 ml) | 3 | |  |  |
| 14 | bottle | Ink Refill Colored Yellow (500 ml) | 3 | |  |  |
| 15 | bottle | Ink Refill Colored Cyan (500 ml) | 3 | |  |  |
| 16 | pcs | Expanding Envelope (long, green) | 50 | |  |  |
| 17 | pcs | Glue Gun Big | 1 | |  |  |
| 18 | pcs | Glue Stick (Medium size) | 5 | |  |  |
| 19 | pcs | Paper Cutter (wood A3) | 1 | |  |  |
| 20 | box | Pencil (No. 2) | 3 | |  |  |
| 21 | box | Permanent Marker (Black) | 1 | |  |  |
| 22 | bottle | Permanent Marker Ink (Black) | 1 | |  |  |
| 23 | box | White Board Marker (Black) | 20 | |  |  |
| 24 | bottle | White Board Marker Ink (Black) | 1 | |  |  |
| 25 | pcs | Boss Highlighter (yellow) | 5 | |  |  |
| 26 | box | Push Pins | 3 | |  |  |
| 27 | pcs | Scotch Tape big (2 inch) | 3 | |  |  |
| 28 | pcs | Scotch Tape big (1 inch) | 5 | |  |  |
| 29 | box | Staple Wire (No. 35) | 5 | |  |  |
| 30 | pcs | Glue (190 gm) | 2 | |  |  |
| 31 | pcs | Pencil Sharpener, rotary w/ clamp | 1 | |  |  |
| 32 | pcs | Puncher | 1 | |  |  |
| 33 | bottle | Stamp Pad Ink | 1 | |  |  |
| 34 | pcs | Stamp Pad, felt pad | 1 | |  |  |
| 35 | pcs | Double Sided Tape | 5 | |  |  |
| 36 | pack | Photo Paper (A4) | 8 | |  |  |
| 37 | pcs | Ruler | 2 | |  |  |
| 38 | pad | Sticky Note (different color) | 6 | |  |  |
| 39 | pad | Sticky Tab (different color) | 10 | |  |  |
| 40 | pcs | Correction Tape | 10 | |  |  |
| 41 | pcs | White Board eraser | 10 | |  |  |
| 42 | role | Bathroom Tissue | 40 | |  |  |
| 43 | pack | Garbage bag , Medium | 10 | |  |  |
| 44 | pcs | Broom | 6 | |  |  |
| 45 | pcs | Dustpan | 3 | |  |  |
| 46 | pcs | Battery, Rechargable, AA | 10 | |  |  |
| 47 | pcs | Hard Drive, 1TB | 1 | |  |  |
| 48 | pcs | Flash Drive, 128GB | 3 | |  |  |
| 49 | doz | Spoon | 3 | |  |  |
| 50 | doz | Fork | 2 | |  |  |
| 51 | doz | Cup and Soucer | 2 | |  |  |
| 52 | doz | Plate | 2 | |  |  |
| 53 | pcs | Bowl | 12 | |  |  |
|  |  | **LOT 4- Semi- Expandable Office Equipment** |  | |  |  |
| 1 | Set | Water Dispenser | 2 | |  |  |
| 2 | Unit | Electric Fan | 3 | |  |  |
|  |  | Standard Stand Fan 18'' Banana Type Plastic |  | |  |  |
|  |  | Blade (3) (Random Color) STS-18 |  | |  |  |
|  |  | 230V, 60HZ, 75W |  | |  |  |
|  |  | High Performance Motor |  | |  |  |
|  |  | With Thermal fuse protection |  | |  |  |
|  |  | 3-Speed push button switch |  | |  |  |
|  |  | Round Stable Plastic Base |  | |  |  |
|  |  | Easy Height adjustment |  | |  |  |
|  |  | Tilting head with oscillation |  | |  |  |
| 3 | Unit | Air Conditioning Unit | 3 | |  |  |
|  |  | AC\_Horse power\_Rating -2.0 HP |  | |  |  |
|  |  | EER Rating - 11.0-15.9 |  | |  |  |
|  |  | Type Air Conditioner- Single Split System |  | |  |  |
|  |  | Inverter-inverter |  | |  |  |
|  |  | Room size 22-32 |  | |  |  |
|  |  | Warranty Type - Local Supplier warranty |  | |  |  |
|  |  | SKU3057768844\_PH-24641046918 |  | |  |  |
|  |  | Air Conditioner Rated Capacity (HP) 2 |  | |  |  |
|  |  | Power Consumption (W) 1750 |  | |  |  |
|  |  | input\_voltage230 |  | |  |  |
|  |  | Air Conditioner Features Timer, Air Direction |  | |  |  |
|  |  | Control, |  | |  |  |
|  |  | Auto Cleaning, Fast Cooling |  | |  |  |
|  |  | ModelETIV20STR3-HF |  | |  |  |
|  |  | Warranty 1 Year |  | |  |  |
|  |  |  |  | |  |  |
|  |  | **LOT 5- Semi Expandable Chair** |  | |  |  |
| 1 | pcs | Office Executive Chair | 3 | |  |  |
| **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.