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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Technical & Scientific Equipment and Semi-Expendable Technical & Scientific Equipment for the BTLEd and BTVTEd Program of MinSU Calapan City Campus

PR No: 2024-121 RFQ No.: 2024-185

ABC Amount: Php408,187.00

Lot 1: Php 20,000.00 Lot 2: Php266,187.00 Lot 3: Php122,000.00

Company Name :	•
Address :	
Please quote your lowest price on the items / listed below, subject to the General Condition on the l	ast page, stating the shortest time of
delivery and submit your quotation duly signed by your representative not later than in	n the address stated in the last page.

CIEDELLE PIOL-SALAZAR, J.D., 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	box	Bond Paper (short) sub 24	1		
2	boxes	Bond Paper (long) sub 24	2		
3	box	Bond Paper (A4) sub 24	1		
4	pcs	Folder (Brown-Long)	23		
5	pcs	Brown Envelope (long)	25		
6	pcs	Brown Envelope (Short)	20		
7	packs	Vellum Board (A4)	10		
8	packs	Photopaper (Short)	10		
9	packs	Vellum Board (Short)	20		
10	pcs	Sign Pen (Black)	3		
11	pcs	Sign Pen (Blue)	16		
12	boxes	Ballpen (Red)	2		
13	bottles	White Board Marker Ink (Black)	1		
14	pcs	White Board Marker	20		
15	pcs	Pencil (No. 2)	20		
16	pcs	Double Sided tape	18		
17	pcs	Correction Tape	18		
18	pcs	Sticky note (3x3)	18		
19	pcs	Sticky Note Arrowhead	6		
20	boxes	Binder Clips (25mm)	5		
21	boxes	Binder Clips (9mm)	6		
22	boxes	Paper Clips (Small)	10		
23	pcs	Folder (White-Long)	2		
24	bottles	Ink 003 (BK)	4		
25	bottle	Ink 003 (Y)	1		

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26	bottle	Ink 003 (M)	1		
		sub-total (LOT 1)			
		Lot 2- Technical and Scientific Equipment			
		Espresso Coffee Machine Maker Bar Cappuccino			
1	pcs	Latte (2.1L)	2		
2	set	Programmable Logic Controller	1		
		with 2 units S7-1500 type CPU			
		with 150 KB for program and 1 MB for data			
		Interface: PROFINET IRT with 2 port switches			
		with memory card			
		with 4 pcs INPUT/OUTPUT MODULES			
		with complete accessories (Profibus and			
		programming cables, power supply and mounting			
		rails			
		sub-total (LOT 2)			
		Lot 3- Semi-Expendable Technical & Scientific			
		Equipment			
1	рс	Double Door Kitchen Refrigerator	1		
		Digital Inverter Type Refrigerator			
		Two Door Top Mount			
		10.8 cu.ft.			
		220 AC Supply			
		with atleast 15 years of warranty on Digital			
		Compressor			
		With spacemax technology			
		Brand must be not atleast 40 years in the market			
		Full Size Stainless Chaffing Dish (Roll Top			
2	pcs	Rectangular)-Stainless with gold leg and handle	2		
		Available in capacities between 3 qt. to 15 qt.			
_		Half Size Chaffing Dish (Roll Top Rectangular)-	_		
3	pcs	Stainless with gold leg and handle	2		
		Available in capacities between 3 qt. to 15 qt.			
		Electric Soup Warmer Kettle Pot- 10 Liter	4		
4	рс	Capacity	1		
5	pcs	Sewing Machine	2		
		high speed			
		light medium weight fabrics			
		max stitch length: 5mm			
		needle bar stroke: 30.7mm			
		Foot Lift: 13mm by knee, 5.5mm by hand			
		Needle: type DB x 1 sizes 9-18			
		recommended size: 14			
		free dog: 3 row			
		hook: automatic - lubricating full-rotary hook			
		with k-leg table and servo motor			
		sub-total (LOT 3)			
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	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 Nam
	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:
 - 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.