



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Furniture & Fixtures , Other Supplies and Office Equipment for the Registrar's Office of MinSU Bongabong Campus

PR No: 2024-151
RFQ No.: 2024-186
ABC Amount: Php101,985.00
Lot1: Php29,985.00
Lot2: Php54,000.00
Lot3: Php3,000.00
Lot4: Php15,000.00

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.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

- Note:
- All entries must be typewritten.
 - Delivery Period within ___calendar days.
 - 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.
 - Price validity shall be a period of 30 calendar days.
 - G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 - Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 - 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	bxs	Coupon Bond A3 subs 20	3		
2	bxs	Coupon Bond long Subs 20	3		
3	sets	Printer Ink #003 (B/C/M/Y)	5		
4	pcs	Expanding envelop w/ garter brown long	10		
5	pcs	press folder green long	15		
6	pcs	Plastic ruler	5		
7	pcs	Magazine file box single	10		
8	pcs	Date stamp	2		
9	pcs	Stamp felt pad #2	2		
10	bots	Stamp pad ink blue	2		
11	pcs	Scissor big	3		
12	pcs	Heavy duty puncher	2		
13	bxs	Mailing envelop long white	2		
14	packs	Hologram sticker (vinyl rainbow sticker A4)	2		
15	bxs	Signpen Hi-techpoint V10 grip blue	1		
16	pcs	Flash Drive 8GB	3		
17	pcs	Hard Drive 1TB	1		
18	bxs	Ballpen Hi-techpoint V5RT	2		
		sub-total (Lot 1)			
Lot 2- Furniture & Fixtures					
1	pcs	Steel Cabinet	3		
		<i>In cm- L-60cm x W-46cm x H- 131.5 cm</i>			
		<i>with four drawers</i>			
		sub-total (Lot 2)			

MSU-BAC-FR-05.01



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



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.