



**REQUEST FOR QUOTATION**

**Supply and Delivery of office Supplies, ICT Equipment, Office Equipment, Camera, Technical & Scientific Equipment and Internet Subscription for the I-Bibes Project of MinSU Main Campus**

**PR No: PR24-0381**

**RFQ No.: 2024-195**

**ABC Amount: Php795,338.00**

*Lot 1: Php293,437.00*

*Lot2:Php222,419.00*

*Lot3: Php26,700.00*

*Lot4: Php37,682.00*

*Lot5:Php79,650.00*

*Lot6: Php31,050.00*

*Lot7:Php104,400.00*

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:
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
<b>LOT 1 - Office Supplies</b>					
1	rms	Bond Paper - US Legal (8.5 x 13) 70gsm	50		
2	rms	Bond Paper - US Letter (8.5 x 11) 70gsm	50		
3	rms	A4 Size (8.3 x 11.7) 70gsm	50		
4	rms	Vellum Board White - US Legal (8.5 x 13) 100 sheets 200gsm	30		
5	rms	Vellum Board White - US Letter (8.5 x 11) 100 sheets 200gsm	30		
6	pack	Photo Paper - US Letter (8.5 x 11)	30		
7	pack	Photo Paper - A4 Size (8.3 x 11.7)	30		
8	pack	Sticker Paper - A4 Size (8.3 x 11.7)	30		
9	pack	Photo Sticker Paper - US Letter (8.5 x 11)	20		
10	pack	Photo Sticker Paper - A4 Size (8.3 x 11.7)	20		
11	pcs	Glue (130 ml)	10		
12	pcs	Scissors (Heavy-duty stainless)	5		
13	pcs	Blade Cutter Knife	5		
14	pcs	File Folder (white, long)	50		
15	pcs	File Folder (white, short)	50		
16	pcs	Expanded Long Folder	30		
17	pcs	Plastic Sliding Folder (long)	30		
18	pcs	Plastic Expandable Envelope Portfolio Folders	30		
19	box	Clip Binder - 3/4"	10		
20	box	Clip Binder - 1"	10		
21	box	Clip Binder - 1.25"	10		



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22	box	Clip Binder - 1 5/8"	10		
23	box	Clip Binder - 2"	10		
24	box	Push Pins	10		
25	box	Paper Clips - 33 mm (small size)	12		
26	box	Paper Clips - 50 mm (big size)	12		
27	pcs	Sticky Note (76x76mm)	30		
28	packs	Ear Tabs (planner stickers index tabs)	40		
29	pcs	Highlighter (yellow-green)	20		
30	pcs	Puncher (Heavy Duty Puncher – Large)	2		
31	pcs	Stapler (with remover) #35	5		
32	box	Staple Wire #35 (box)	25		
33	pcs	Long Arm/Reach Stapler	1		
34	box	Whiteboard Marker - Black	10		
35	box	Whiteboard Marker - Blue	5		
36	box	Whiteboard Marker - Red	5		
37	bottle	Whiteboard Marker Ink - Black	10		
38	bottle	Whiteboard Marker Ink - Blue	3		
39	bottle	Whiteboard Marker Ink - Red	3		
40	pcs	Whiteboard Eraser	5		
41	box	Permanent Marker - Black	10		
42	box	Permanent Marker - Blue	5		
43	box	Permanent Marker - Red	5		
44	pcs	Cartolina (White & Colored -180 gsm)	30		
45	pack	Art Paper	30		
46	pcs	Manila Paper (90 cm x 120 cm)	50		
47	pcs	Stamp Pad	5		
48	bottles	Stamp Pad Ink Violet big (437ml)	5		
49	bottles	Stamp Pad Ink Violet med (30 ml)	5		
50	pcs	Desk File Organizer (3&4 slot Plastic File Holder)	6		
51	pcs	Correction Tape (6M x 5M)	10		
52	pcs	Scotch Tape 1"	5		
53	pcs	Scotch Tape 2"	5		
54	pcs	Packing Tape 2" x 100M	5		
55	pcs	Masking Tape 2"	5		
56	pcs	Duct Tape 2" x 25M	5		
57	pcs	Double-sided tape 1"	5		
58	pcs	Table name sign holder (Landscape) 10" x 3 "	10		
59	pcs	ID Lace	200		
60	pcs	ID Holder	200		
61	pcs	Certificate Holders 8 x 11	200		
62	pcs	Signing Pen (neutral pen water-based pen gel) - 0.5mm - Black	15		
63	pcs	Signing Pen (neutral pen water-based pen gel) - 0.5mm - Blue	15		
64	box	Black Ballpen	20		

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65	box	Pencil #2	15		
66	pcs	Record Book (200 leaves)	5		
67	pcs	Record Book (500 leaves)	5		
68	pcs	Storage Box (50-60 L)	4		
69	pcs	Paper Cutter Metal & Wood Base (Standard Size)	1		
70	pcs	Refill Ink Bottle Set (Black)	20		
71	pcs	Refill Ink Bottle Set (Cyan)	15		
72	pcs	Refill Ink Bottle Set (Magenta)	15		
73	pcs	Refill Ink Bottle Set (Yellow)	15		
74	pcs	Whiteboard/Glass Board with stand (90cm x 120cm)	2		
75	pcs	Bulletin Board (90cm x 120cm)	2		
76	pcs	Ceramic Coffee Mug and Saucer (198ml)	6		
77	set	Stainless Steel Teaspoon Set (6pcs)	1		
		<b>sub-total (LOT 1)</b>			
		<b>Lot 2- ICT Equipment</b>			
1	pcs	External Solid State Drive (SSD) (2TB) 2tb storage capacity USB 3.2 Gen-2 (10 Gb/s)	1		
		<i>External Solid State Drive (SSD) (2 TB) 2tb storage capacity</i>			
		<i>USB 3.2 Gen-2 (10Gb/s)</i>			
		<i>Connector: USB-C</i>			
		<i>Sequential Read Performance: 1050MB/s</i>			
		<i>Sequential Write Performance: 1000MB/s</i>			
		<i>Compatibility Windows® 10, Windows 8.1 operating systems, macOS Catalina, Mojave, or High Sierra</i>			
		<i>Requires reformatting for other operating systems</i>			
		<i>Compatible - USB 3.2 Gen-2 and USB-C (USB-A for older systems), USB Type-C™ to Type-C cable (supports USB 3.2 Gen 2), USB Type-C to Type-A adaptor</i>			
2	pcs	USB Flash Drive 32GB	10		
		<i>USB Flash Drive (32 GB) Capacities: 32GB</i>			
		<i>Speed: USB 3.2 Gen 1 compliant</i>			
		<i>Operating temperature:0°C~60°C</i>			
		<i>Storage temperature: -20°C~85°C</i>			
3	pcs	HDMI Cables (5-10meters) 5-10 meters	2		
		<i>HDMI Cables (5 - 10 meters)5-10 meters</i>			
		<i>HDMI 2.1</i>			
		<i>Resolution:</i> <i>1080P@160Hz/2K@144Hz/4K@120Hz/8K@60Hz</i>			
		<i>Transmission Speed: 48Gbps</i>			
		<i>Conductor: Silver Ion Plated Conductor</i>			
		<i>Shell: Aluminum Alloy</i>			

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4	pcs	Laptops	3		
		<i>Laptops - Size 16 inches</i>			
		<i>Type IPS</i>			
		<i>Aspect Ratio 16:10</i>			
		<i>Resolution 1,920 × 1,200, 142 PPI</i>			
		<i>Colour Gamut 100% sRGB</i>			
		<i>Intel® UHD Graphics</i>			
		<i>Intel Iris® X<sup>e</sup> Graphics</i>			
		<i>Memory: 8gb-16gb</i>			
		<i>Storage: 512gb – 1Tb ssd</i>			
		<i>WLAN: IEEE 802.11a/b/g/n/ac/ax</i>			
		<i>2.4 GHz and 5 GHz</i>			
		<i>2 × 2 MIMO</i>			
		<i>WPA / WPA2 / WPA3</i>			
		<i>Bluetooth: Bluetooth 5.1</i>			
		<i>Full-size Backlit Keyboard</i>			
		<i>12th Gen Intel® Core™ i5-12700H</i>			
5	pcs	Photocopier with printer	1		
		<i>Photocopier with Printer (Pigment Based Photo Inkjet Printers) Print, scan , copy</i>			
		<i>Print speed of up to 17.0 ipm</i>			
		<i>Prints up to A3+ (for simplex)</i>			
		<i>Automatic duplex printing</i>			
		<i>Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour)</i>			
		<i>Wi-Fi, Wi-Fi Direct</i>			
		<i>With a flatbed designed to scan and copy paper sizes that include Legal and Folio</i>			
		<i>4800 x 1200 dpi</i>			
		<i>Pigment based photo inkjet printer</i>			
		<i>Bi-directional printing</i>			
		<i>400 x 1 nozzles (Black), 128 x 1 nozzles per colour (Cyan, Magenta, Yellow)</i>			
6	pcs	Heavy Duty Power Bank	1		
		<i>Heavy Duty Power Bank - 46,000 mah - AC Output: 200W 220V-50Hz/110AC Output: 100W (AC 220V-50Hz)</i>			
		<i>In-C Input: DC 5V-3A/9V--3A/12V--3A/15V--3A/20V--3.25A (PD65W)</i>			
		<i>Out-C Ountput: DC 5V-3A/9V--3A/12V--3A/15V--3A/20V--3.25A (PD65W)</i>			
		<i>Out A1/A2 Output: DC 5V--2.4A/9V--2A/12V--1.5A (QC18W)</i>			
		<i>DC Output: DC 12V--5A</i>			
		<i>Long Distance Lamp: 2W</i>			
		<i>Battery Power: 190Wh (TYP)</i>			



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		<i>Battery Capacity: 52.8Ah</i>		
		<i>Dimensions: 90x90x240mm</i>		
		<i>Weight: 2000g (about)</i>		
		<i>Standard: GB/T 31241-2014</i>		
		<i>Total Output Power: Aout-C+ Out-A/A2 + DC Out 125W (MAX)</i>		
		<b>sub-total (LOT 2)</b>		
		<b>Lot 3- Other Supplies</b>		
1	bottle	70% Alcohol Spray Type 500ml	24	
2	pcs	Air Freshener	24	
3	pcs	Extension Wires (3-10m) Extension 1500	4	
		<i>Extension Wires (3-10m) Extension 1500</i>		
		<i>3-10 meters</i>		
		<i>5-10 gangs</i>		
		<i>2-4 usb ports</i>		
		<i>Voltage Surge Protector &amp; Overload Protection</i>		
		<b>sub-total (LOT 3)</b>		
		<b>Lot 4- Office Equipment</b>		
1	pcs	Coffee Maker (Office Size)	1	
		<i>Coffee Maker (Office Size) - Coffee Machine Type</i>		
		<i>Automatic Espresso Machine</i>		
		<i>Coffee Machine Features</i>		
		<i>Descaling, Programmable, Smart Control, Espresso Coffee, 20 Bar</i>		
		<i>Coffee Machine Capacity</i>		
		<i>12 Cups &amp; Above</i>		
		<i>Weight - 3450g, Input Voltage - 220V</i>		
		<i>Power Consumption - 850W</i>		
		<i>Dimension (L x W x H) - 280x270x190 mm</i>		
2	pcs	Coffee Maker Heavy Duty-	1	
		<i>CAPACITY: 100 cups/15lit.</i>		
		<i>POWER: 1600w VOLTAGE: 220V / 60Hz</i>		
3	pcs	Microwave Oven	1	
		<i>Microwave Oven - Height (cm): 26.3</i>		
		<i>Width (cm): 45.7</i>		
		<i>Length (cm): 35.6</i>		
		<i>Gross Weight (kg): 11.3</i>		
		<i>Electronic Control</i>		
		<i>LCD Display, 6 Auto Cook Functions</i>		
		<i>Reheat and Defrost</i>		
		<i>Up to 90 Mins Timer</i>		
		<i>Display Off, Full Grip Handle</i>		
		<i>Net Weight (kg): 10.5, Capacity: 20 Liters</i>		
		<i>Wattage: 700 watts, Voltage: 220</i>		
4	pcs	Top Load Water Dispenser	1	



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		<i>Top Load Water Dispenser - TOP LOAD, HOT AND COLD WATER DISPENSER</i>		
		<i>STAINLESS STEEL WATER TANK AND WELD</i>		
		<i>WITH SPACIOUS CABINET</i>		
		<i>Reliable Stainless Steel Water Tank</i>		
5	pcs	Mini Refrigerator	1	
		<i>Mechanical temperature control</i>		
		<i>Adjustable leg</i>		
		<i>Separate freezer compartment</i>		
		<i>Height (cm): 83.7</i>		
		<i>Width (cm): 48.5</i>		
		<i>Length (cm): 44.7</i>		
		<i>Gross Weight (kg): 23</i>		
		<i>Inverter Technology: No</i>		
		<i>Capacity: 3.3 cu.ft</i>		
		<i>Wattage: 123 Watts</i>		
		<i>Warranty: 1 year on parts; 2 years on service</i>		
		<i>Net Weight (kg): 21</i>		
		<i>Type A -2 Flat Prong Plug</i>		
		<b>sub-total (LOT 4)</b>		
		<b>Lot 5- Camera</b>		
1	pcs	DSLR Camera	1	
		<i>DSLR Camera - 24.1MP APS-C CMOS sensor &amp; DIGIC 4+ image processor</i>		
		<i>9-point AF with 1 centre cross-type AF point</i>		
		<i>Standard ISO 100 - 6400 (expandable to 12800)</i>		
		<i>Wi-Fi / NFC supported</i>		
		<i>Effective ISO 100 - 6400 (H:12800)</i>		
		<i>Optical Image Stabilizer: Yes</i>		
2	pcs	Drone Camera Drone	1	
		<i>Drone CameraDrone 20000, Camera sensor</i>		
		<i>Image Sensor 1/2.3-inch CMOS, Effective Pixels: 12 MP, Lens FOV: 83°</i>		
		<i>Format Equivalent: 24 mm</i>		
		<i>Aperture: f/2.8, Focus: 1 m to ∞, ISO Range</i>		
		<i>Video:100-3200</i>		
		<i>Photo: 100-3200</i>		
		<i>Shutter Speed Electronic Shutter: 4-1/8000 s</i>		
		<i>Max Image Size 4000×3000</i>		
		<i>Still Photography Modes</i>		
		<i>Single Shot: 12 MP, Timed: 12 MP</i>		
		<i>JPEG: 2/3/5/7/10/15/20/30/60 s</i>		
		<i>JPEG + RAW: 5/7/10/15/20/30/60 s</i>		
		<i>Automatic Exposure Bracketing (AEB): 12 MP, 3 frames at 2/3 EV step</i>		
		<i>Panorama: Sphere, 180°, and Wide Angle</i>		

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## 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.