



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF AGRICULTURAL SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT, OFFICE SUPPLIES, LABORATORY SUPPLIES, LABORATORY EQUIPMENT AND FUEL OIL FOR THE NSBP-PGPM PROJECT

PR No.: PR25-0029
RFQ No. 2025-013
ABC Amount: Php524,780.00
Lot 1; Php113,450.00
Lot 2; Php79,500.00
Lot 3; Php49,550.00
Lot 4; Php157,280.00
Lot 5: 125,000.00

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:
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- AGRICULTURAL SUPPLIES					
1	pcs	Heavy Duty Weighing Scale 9150kg capacity)	3		
2	pcs	Spade	5		
3	pcs	Mattock (90 cm)	5		
4	pcs	Shovel (25.5cmx30cmx98cmx11.5cm)	5		
5	pcs	Wheel Borrow (50L capacity)	5		
6	pcs	Sickle	5		
7	pcs	Hoe (#2 4ft)	5		
8	pcs	knapsack sprayer (16L capacity battery operated)	5		
9	pcs	Shrub Rake	5		
10	pcs	Pick Fork (7.3in x11.6inx41 in)	5		
11	pcs	Hand Trowel	5		
12	pcs	Grab Hoe	5		
13	pcs	Long Sleeves	10		
14	pcs	Waway Hat	10		
15	pcs	Boots	10		
16	pair	Gloves	10		
17	pcs	Plastic Crates (50L)	10		
18	pcs	Meter Stick	5		
19	roll	Garden Blue Twine	10		
		sub-total Lot 1			
Lot 2- Semi-Expendable ICT Equipment					
1	units	Printer	2		
		Specificiaon: (print, scan copy, fax), wired/wireless printing, Duplex printing, auto			



		document feeder, 80-sheet multi-purpose tray, 1.8 inch LCD screen display)			
2	unit	Laptop Computer	1		
		Specifications: (ideapad gaming 13-15iah7, 82s9008yph, onyo grey intel core i5-12500h/8gb ddr4/512 gb m2 nvme ssd/nvidia geforce rtx3050t, bluetooth mouse with mousepad			
		sub-total Lot 2			
		lot 3- Office Supplies			
1	ream	Coupon Bond (Long Size, Substance 20)	30		
2	ream	Coupon Bond (Short Size, Substance 20)	25		
3	ream	Coupon Bond (A4 Size, Substance 20)	30		
4	pcs	Clear Folder (Long, Green)	30		
5	pcs	Expanding Envelope (Long,Green)	50		
6	pcs	Stapler with staple wire remover	5		
7	pcs	Scissor 9Medium Size)	5		
8	box	Staple Wire #35	15		
9	box	Paper Clip Vinyl Coated #33	25		
10	box	Paper Clip Vinyl Coated #50	25		
11	box	Binder Clip 3/4" (19mm)	5		
12	box	Binder Clip 1" (19mm)	5		
13	box	Ballpen, black (RT ballpen)	9		
14	box	Ballpen, Blue sign pen	5		
15	box	Pencil	5		
16	pcs	Correction tape	60		
17	pad	Sticky note (76x76mm)	20		
18	pcs	Highlighter (yellow-green)	20		
19	pcs	record Book (500 leaves)	10		
20	bottle	Ink Refill (003;Black)	10		
21	bottle	Ink Refill (003;Yellow)	3		
22	bottle	Ink Refill (003;Magenta)	3		
23	bottle	Ink Refill (003;Cyan)	3		
		sub-total Lot 3			
		Lot 4- Laboratory Supplies			
1	pcs	Petridish (90mmx15mm)	100		
2	pcs	Media Bottle (500ml)	15		
3	bottle	Melin-Norkrans Modified Medium (500g)	5		
4	bottle	PDA Media (500g)	5		
5	pcs	Forceps	10		
6	box	Scalpel Blade (#10)	5		
7	pcs	Scalpel Holder	5		
8	pcs	Alcohol Lamp	5		
9	pcs	Stirring Rod (12in)	5		
10	pcs	Beaker (plastic 2L)	2		
11	pcs	Graduated Cylinder (plastic 2L)	2		
12	pcs	e-Flask (2000mL)	10		
13	pack	Cotton	3		
14	pack	Gauze	10		



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. PCAB License

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.