



**REQUEST FOR QUOTATION**

**SUPPLY AND DELIVERY OF SUPPLIES AND MATERIALS FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU**

**PR No.: PR25-0062**  
**RFQ No. 2025-016**  
**ABC Amount: Php375,775.00**  
*Lot 1; Php4,500.00*  
*Lot 2: Php37,200.00*  
*Lot 3: Php3,000.00*  
*Lot 4: Php319,000.00*  
*Lot 5: Php12,075.00*

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 (Motorcade)</b>					
1	pc	MMC Tarpaulin (4ft x 8ft)	1		
2	pc	MBC Tarpaulin (4ft x 8ft)	1		
3	pc	MCC Tarpaulin (4ft x 8ft)	1		
<i>sub-total LOT 1</i>					
<b>LOT 2 (Mr. and Ms. MinSUFEA 2025 (MMC)</b>					
<b><i>Flower Bouquet (MMC)</i></b>					
1	pc	Top 2 Male	2		
2	pc	Top 2 Female	2		
3	pc	Mr. & Ms. MinSU	2		
<b><i>Crown (MMC)</i></b>					
1	pc	Top 2 Male	2		
2	pc	Top 2 Female	2		
3	pc	Mr. & Ms. MinSU	2		
<b><i>Sash and Acrylic Trophy</i></b>					
1	pc	Top 2 Male Trophy	2		
2	pc	Top 2 Female Trophy	2		
3	pc	Mr. & Ms. MinSU Trophy	2		
4	pc	Sash	50		
<b><i>Token and Plaques</i></b>					
1	pc	Plaques for the Judges	5		
<i>sub-total LOT 2</i>					
<b>LOT 3 (ECUMENICAL SERVICE)</b>					
<b><i>Flowers</i></b>					
1	pc	MMC Flower	1		
2	pc	MCC Flower	1		
3	pc	MBC Flower	1		

MSU-BAC-FR-05.01



		<i>sub-total LOT 3</i>			
		<b>LOT 4 (SEMINAR, RECOGNITION PROGRAM AND MINSU GRAND BALL)</b>			
		<b><i>Plaque of Recognition (MMC, MCC, MBC)</i></b>			
1	pc	MMC Plaque small	15		
2	pc	MCC Plaque small	13		
3	pc	MBC Plaque small	12		
4	pc	MMC Plaque medium	14		
5	pc	MBC Plaque medium	9		
6	pc	MCC Plaque medium	7		
7	pc	MMC Plaque large	14		
8	pc	MCC Plaque large	12		
9	pc	MBC Plaque large	8		
10	pc	MMC Ramit Sablay (customized)	40		
		<b><i>Medals (Customized MinSU Logo)</i></b>			
1	pc	MMC Bronze	15		
2	pc	MCC Bronze	13		
3	pc	MBC Bronze	12		
4	pc	MMC Silver	14		
5	pc	MCC Silver	9		
6	pc	MBC Silver	7		
7	pc	MMC Gold	14		
8	pc	MCC Gold	12		
9	pc	MBC Gold	8		
10	pcs	Frame for Certificates	40		
		<b><i>Decorations</i></b>			
1	pc	Artificial Flowers	50		
2	pc	styro sheet, styro slab 1/2 "inch thick x 2'ft x 4'ft	50		
3	bottle	Acrylic spray paint (300g/400ml)	20		
4	pc	Glitters Metallic Fine Dust 250g	20		
		<i>sub-total LOT 4</i>			
		<b>LOT 5 (SUPPLIES AND MATERIALS)</b>			
		<b>Documentation, Invitation and Programs</b>			
1	pack	Vellum Board	10		
2	roll	Ribbon	5		
3	ream	Bond Paper	2		
4	pc	Lei	40		
5	box	Thumbtacks	3		
6	box	Pin	3		
7	set	Ink	1		
		<i>sub-total LOT 5</i>			
			<b>TOTAL</b>		

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

MSU-BAC-FR-05.01



\_\_\_\_\_ 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. Accreditation Certificate (for Calibration Certificate)

**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.