

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



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE OFFICE FURNITURE & FIXTURES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE OFFICE EQUIPMENT FOR THE ADMINSTRATIVE SERVICE DIVISION OF THE THREE (3) CAMPUSES OF MINSU

PR No.: PR25-0058 RFQ No. 2025-035 ABC Amount: Php344,500.00 Lot 1: Php150,000.00 Lot 2; Php35,000.00 Lot 3: Php159,500.00

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

ltem No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1- Semi-Expendable Furniture & Fixtures			
1	set	Work Station	3		
		2-seater with mobile cabinet			
		Material: MDF, 30mm thick partition, 6063			
		Aluminum frame, 5mm clear glass			
		Dimension: L100" x W26" x H43"			
2	unit	Office Table with Drawer	6		
		Dimension: L120cm x W60 x 75			
		Material: Melamine Finish Boards			
		Color: Wenge /Brown/White			
		Drawer: 3 Drawers with centralized lock, 1 desk			
		drawer			
		Sub Total Lot 1			
		LOT 2- Semi -Expendable ICT Equipment			
1	unit	Multifunction Printer (All-in-One)	1		
		Printer Type: Print, Scan, Copy, Fax with ADF			
		Print Method: Printhead			
		Print Direction:Bi-directional Printing			
		Nozzle config: 400 x 1 nozzles (Black),			
		128x1 per color (3-CYM)			
		Max Reso: 4800 x 1200 dpi			
		Automatic 2 sided Printing: Yes (A4 & Letter			
		Print speed: Approx 70s per photo (border), 95s			
		per photo (borderless)			
		ADF specs:Support paper thickness: 64-95gsm,			
		capacity: 35 sheets (min)			
		No. of Paper Tray :2 (Front & Rear)			

MSU-BAC-FR-05.01



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		Standard Paper input:up to 250 sheets (plain 80			
		gsm),up to 20 sheets (premium glossy photo			
		paper)			
		Output capacity:30 sheets (plain paper), up to 20			
		sheets premium glossy)			
		Max. paper size: A3,A3+,Super B, US B			
		Control Panel: 2.7" Color LCD Touch Screen			
		Consumables:1bottle Black, 3 bottles of			
		Cyan,Yellow & Magenta)			
		Connectivity: Ethernet: Wi-Fi, Wi-Fi Direct, USB			
		Power:AC 220-240V, 50-60Hz,12.0W			
		Sub Total Lot 2			
		LOT 3- Semi -Expendable Office Equipment			
2	Unit	Home and Office Paper Shredder	1		
		Feed: 100-sheet auto feed and 10-sheet manual			
		feed (70gsm paper), Auto Reverse			
		Maximum Run Time (minutes): Up to 15			
		Bin capacity: 20L or above			
		Can Shred: Staples, Credit Cards, Paper Clips			
		Basket Type: Pull out bin			
		DIN Level - Paper: P-4			
		Cut size (mm): 4x10, Cut Type: Mini Cut			
		Noise Reduction: Silent Shred Technology			
		Advance safety: Yes			
		Shreds per Page:1559			
		Average Shred Spped (mpm) 2.4, Throat width			
		(mm): 220			
2	Unit	Swivel Chair	20		
	Unit	Industrial-grade Stand Fan 18" 3-	2		
3		wing metal blade	2		
		Adjustable height, Oscillation Control			
		3 speed push button or dial switch			
		round stable plastic base			
4	Unit	Electric Fan (Wall Fan)	9		
		Fan:16" 3-wing ABS plastic blade			
		Durable AS blade			
		Adjustable stand height, Oscillation control			
		Thermal fuse protected motor			
		3-speed push-button switch		1	
		Sub Total Lot 3			
xv	xvxvxvxvxv	××××××××××××××××××××××××××××××××××××××	xvxvxvxv	xvx	

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



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Date

General Conditions

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
- Compliance with Item & Description Requirements
 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.