



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE EXTENSION SERVICES OFFICE OF MINSU CALAPAN CITY CAMPUS

PR No.: 2025-032

RFQ No. 2025-039

ABC Amount: Php105,000.00

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. Warrantly 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
1	packs	Battery AA, 4pcs/pack	30		
2	packs	Battery, AAA, 4pcs/pack	20		
3	box	ballpen- (1-Gel GI 165) black 12's	6		
4	box	ballpen- (1-Gel GI 165) blue 12's	6		
5	box	ballpen (black)	3		
6	packs	Carbon paper (Blue) long 100's	5		
7	box	Bond paper short , 5 reams / box 70gsm	10		
8	box	Bond paper A4, 5 reams / box 70gsm	13		
9	box	Bond paper Legal (8.5x13") 5 reams / box 70gsm, 5 reams / box 70gsm	13		
10	bottles	Ink refill (Black) 100mL	20		
11	bottles	Ink refill (Cyan) 100mL	20		
12	bottles	Ink refill (Magenta) 100mL	20		
13	bottles	Ink refill (yellow) 100mL	20		
14	packs	Photo paper 9A4, Glossy, 200gsm)	20		
15	packs	Sticker paper (Gloss) 10's	9		
16	packs	Sticky Note (3x3)	36		
17	packs	Vellum Board - Long (180gsm) 100s	13		
18	packs	Vellum Paper- A4 (180gsm) 100s	8		
19	packs	Vellum board - short (180gsm) 100s	8		
20	box	Stapler wire #35	15		
21	pcs	Record Book , 200 pages	5		
22	pcs	Record Book, 500 pages	5		
23	pcs	File Folder, Long Art Kraft	50		
24	pack	Photo paper , A4 plain	10		
25	pack	Sticky tab (rectangle) 10 pads/pack	15		
XX			TOTAL		

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

MSU-BAC-FR-05.01



Contact Number

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. 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.