



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OTHER SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU CALAPAN CITY CAMPUSS

PR No.: 2025-043
RFQ No. 2025-041
ABC Amount: Php403,030.70
Lot 1: Php190,480.70
Lot 2: Php72,550.00
Lot 3: Php80,000.00
Lot 4: Php60,000.00

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- OFFICE SUPPLIES					
1	reams	A4 Bond Paper (sub 20)	112		
2	bottles	BT 5000 Y	3		
3	pcs	Certifictae Holder 8.5x11in (green)	500		
4	pcs	Correction Tape (big)	30		
5	pcs	Correction Tape (small)	50		
6	rolls	Double Sided Tape (1")	10		
7	bottles	Ink Black #003	33		
8	bottles	Ink Magenta #003	10		
9	bottles	Ink Cyan #003	10		
10	bottles	Ink Yellow #003	10		
11	pcs	Expanding envelope with garter (long, brown)	50		
12	pcs	Expanding folder (long, green)	300		
13	pcs	Expanding Folder (long, red)	200		
14	boxes	Fastener coated	5		
15	reams	File folder long 14pts (white) 100's fine line water and fade proof	10		
16	boxes	Pigment Ink Blue (for signing of Diploma)	2		
17	boxes	Gold Notarial Seal #24	39		
18	boxes	Hi-Techpoint V 10 grip blue (for signing of TOR)	2		
19	reams	Long bond paper (sub 20)	50		
20	bottles	Multi-purpose Glue white (1330g)	50		
21	bottles	Oil based ink pre-ink stamp purple (50ml)	5		
22	rolls	Packaging tape transparent (2")	15		
23	pcs	Parchment paper (8.5x11)	300		
24	boxes	Pencil #2 (12's)	5		
25	boxes	Pentel pen black (broad)	1		
26	pcs	Scissor (big)	5		

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27	rolls	Scotch Tape (1")	20		
28	pcs	Scotch Tape Holder (1")	3		
29	pcs	Stamp pad clear No. 2	10		
30	boxes	Staple Wire #35	50		
31	pcs	Stapler with remover	3		
32	packs	Sticker paper A4 Matt (10's)	100		
33	rolls	Ribbon 1 inch (green)	5		
34	rolls	Ribbon 1 inch (Blue)	2		
35	rolls	Ribbon 1 inch (purple)	2		
36	rolls	Ribbon 1 inch (pink)	2		
37	rolls	Ribbon 1 inch (red)	2		
38	rolls	Ribbon 1 inch (gray)	2		
39	rolls	Ribbon 1 inch (white)	2		
40	rolls	Ribbon 1 inch (yellow)	2		
41	packs	Vellum board 8.5x11"*18gsm (10's)	200		
42	boxes	Vinyl coated paper clips (33mm)	50		
43	boxes	White Envelope #10	30		
44	boxes	ballpen (GL 165) blue (12's)	20		
45	unit	Paper Cutter Wod A4	1		
		sub-total LOT 1			
		LOT 2- OTHER SUPPLIES			
1	pcs	Automatic Spray refill Air Freshner (Sakura)	6		
2	packs	Battery AA 4's	3		
3	packs	Battery AAA 4's	2		
4	packs	Detergent Powder (1kl)	2		
5	bottles	Dishwashing Liquid 1L	5		
6	bottles	Disinfectant Multi-Action Cleaner 900ml (Floral Perfection)	5		
7	cans	Floorwax Red (450g)	3		
8	bottles	Hand soap Anti-Bacterial (1000ml)	5		
9	bottles	Multi-insect Killer Odorless (500ml)	5		
10	units	roller Blinds Window Curtain	6		
11	pcs	Round Rags	20		
		sub-total LOT 2			
		LOT 3- SEMI-EXPENDABLE ICT EQUIPMENT			
1	units	Printer	5		
		continuous, print scan, and copy; print speeds: up to 10 ipm for black and 5 ipm for color, scanner type: flatbed color imagescanner, ; sensor type CIS, spill-free ink refilling, boarderless printing up to A4 size, paper capacity: 30 pages, standard paper input: up to 100 pages, paper tray : 1			
		sub-total LOT 3			
		LOT 4- SEMI-EXPENDABLE FURNITURE & FIXTURES			
1	units	Steel Cabinet, 4 drawers	4		
		sub-total LOT 4			
		LOT 1- OFFICE SUPPLIES			



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11	pcs	<i>Round Rags</i>	20		
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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.