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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.
- ${\bf 5.} \ \ {\bf G\text{-}EPS} \ Registration \ {\bf Certificate} \ shall \ be \ attached \ upon \ submission \ of \ the \ {\bf Quotation}.$
- 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	10		
		fine line water and fade proof			
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		MSIL BAC ED OF O

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27	rolls	Scotch Tape (1")	20			
28		Scotch Tape (1')	3			
29	pcs		10			
	pcs	Stamp pad clear No. 2				
30 31	boxes	Staple Wire #35	50 3			
32	pcs	Stapler with remover	100			
33	packs rolls	Sticker paper A4 Matt (10's)				
34	rolls	Ribbon 1 inch (green) Ribbon 1 inch (Blue)	5 2			
35	rolls		2			
36	rolls	Ribbon 1 inch (purple) Ribbon 1 inch (pink)	2			
37			2			
38	rolls rolls	Ribbon 1 inch (red)	2			
39	rolls	Ribbon 1 inch (gray) Ribbon 1 inch (white)	2			
40	rolls	Ribbon 1 inch (yellow)	2			
41		Vellum board 8.5x11"*18qsm (10's)	200			
42	packs		50			
43	boxes	Vinyl coated paper clips (33mm) White Envelope #10	30			
44	boxes	ballpen (GL 165) blue (12's)	20			
45	boxes unit	Paper Cutter Wod A4	1			
43	unit	sub-total LOT 1	Т.			
		LOT 2- OTHER SUPPLIES				
1	pcs	Automatic Spray refil 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			
	Dotties	Disinfectant Multi-Action Cleaner 900ml (Floral				
6	bottles	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			
	Pes	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 &				
	<u> </u>	FIXTURES				
1	units	Steel Cabinet, 4 drawers	4			
		sub-total LOT 4				
		LOT 1- OFFICE SUPPLIES				
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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	10	
		fine line water and fade proof		
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	
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	
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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		

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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 &		
1		FIXTURES Charl Cabinat Advances	4	
1	units	Steel Cabinet, 4 drawers sub-total LOT 4	4	
		LOT 1- OFFICE SUPPLIES		
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34	rolls	Ribbon 1 inch (Blue)	2		
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			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
Contact Number
Data

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

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- 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.