Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES, MEDICAL AND DENTAL SUPPLIES, OTHER SUPPLIES, AND SEMI-EXPENDABLE FURNITURE AND FIXTURES FOR THE UNIVERSITY CLINIC AT MINSU CALAPAN CITY CAMPUS

PR No.: 2025-010 RFQ No. 2025-043

ABC Amount: Php156,809.07

Lot 1: Php43,312.00 Lot 2: Php15,510.00 Lot 3: Php52,987.07 Lot 4: Php45,000.00

Company	Na	me :			
Address	:				
Dlo	256	aunte va	our lowest price on the items / listed	halow subject	to the Gene

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	box	Ball pen (Black) 12pcs/box	2		
2	box	ball pen (blue) 12pcs/box	4		
	pack	Battery (3 volts) for glucometer (pack of 10)	3		
3		heavy duty			
4	pcs	Correction tape, 6m x 5mm	5		
5	bottles	Ink 003 black	4		
6	bottles	Ink 003 cyan	4		
7	bottles	Ink 003 magenta	4		
8	bottles	Ink 003 yellow	4		
9	pcs	Folder long	100		
10	pcs	Folder short	20		
11	pcs	Document organizer folder (long)	100		
12	pcs	Record Book (300 pages)	5		
13	reams	Long Bond paper sub 20	10		
14	reams	A4 Bond paper- sub 20	10		
15	reams	Short Bond paper - sub 20	3		
16	pcs	Office holder file rack	20		
17	boxes	Staple wire (no. 35)	2		
18	pcs	White board marker (black)	5		
19	pcs	Permanent Marker	5		
20	pcs	Flash drive 1 Terabyte	1		
		sub-total LOT 1			
		LOT 2- MEDICAL AND DENTAL SUPPLIES			
	halle -	Multi-Monitoring Meter Strips (blood glucose,	2		
1	bundles	cholesterol, uric acid strips)	3		
2	tubes	Composite bonding agent (3m, 8th gen)	2		
3	tubes	Acid Enchant liquid	2		

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BAGONG PILIPINAS

		sub-total LOT 2			
		LOT 3- OTHER SUPPLIES			
1	pcs	Extension Wire (5 meters) heavy duty	2		
2	pcs	Battery AAA	50		
3	box	Battery AA	50		
4	pcs	Foam 32inx75 (single bed, 4 inches thick)	1		
5	can	Multi-insect killer odorless	34		
6	can	Disinfect spray 340 grams-assorted	30		
7	packs	Detergent powder 1kl	15		
8	pcs	Detergent bar soap- 4 cuts	40		
9	pcs	Wet wipes	30		
10	pcs	scrub sponge (kitchen use)	20		
11	packs	Blanket (twin)	10		
12	pcs	Fitted bedsheet (single)	6		
13	pcs	Pillows (Hypoallergenic) 20x20	5		
		sub-total LOT 3			
		LOT 4- SEMI-EXPENDABLE FURNITURE &			
		FIXTURES			
1	unit	Foldable Heavy Duty ladder (4 steps)	1		
2	pcs	Medical examination table foam	1		
3	unit	Refrigerator 6 cubic feet (inverter)	1		
		Specifications:			
		no frost inverter type			
		two door top freezer standard refrigerator			
		inverter + AI ECONAVI			
		frost free cooling system			
		LED lighting			
		Ag clean (deactivates 99.9% mold and bacteria)			
		fresh safe vegetable case			
		full flat door panel design			
		door color: titanium silver (matte finish)			
		product dimension: WxDxH 545x620x1465mm			
		energy efficiency rating (EER)= 338			
		at least 1 year warranty on selected parts and			
		services			
		12 years warranty on compressor			
		sub-total LOT 4			
X	vxvxvxvxv	xv		XVX	
			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
Date

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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.
- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 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.