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

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# **REQUEST FOR QUOTATION**

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY LIBRARY OF MINSU CALAPAN CITY CAMPUS

PR No.: 2025-043 RFQ No. 2025-048

	ABC Amount: Php347,500.00
Company Name :	
Address :	
Please quote your lowest price on the items / listed below, subject to the General Cond	dition 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
1	pieces	3x5 Card Catalog Cabinet	3		
		36 drawers, steel			
		3x5 inches acrd, 36 drawers, 24 inches depth gray			
		color			
2	pieces	Steel Filing Cabinet	2		
		4-layer vertical steel filing cabinet with central			
		locking system			
		Ga24 metal steel, heavy duty powder coated			
		painting finish,			
		charcoal grey color			
3	pieces	Cabinet for Audio-Visual materials	2		
		wood with transparent glass door, 5 layers			
		142cmx33cmx80cm			
4	pieces	Magazine Rack	5		
		wood, natural wood color,			
		80cmx30cmx80cm			
5	pieces	Map Stand	2		
		wood, 15inx12inx22in, 20 compartment,			
		2 3/4 in x 2 3/4 in size of compartment, natural			
		wood color			
6	pieces	Steel Bookshelves	10		
		5 layers, heavy duty rack:			
		size: 48x18x84, caacity per shelf: 341kg			
		made of : 3mm angle bar for legs			
		3mm angle bar for shelves, 0.9mm black iron			
		sheets for shelves			
		welded to the angle bar frame, lacquer spray			
		finish			
7	pieces	Steel Book cart	3		
		single-sided book cart			
		3 shelf; color: black; capacity: 200lbs			
		size: 39widthx14depthx46height			

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Date



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	TOTAL		
you on the item at prices r	oted above		
S	Supplier's Signature over Printed Name		
	TIN No. of Establishment		ment
<del></del>	Contact Number		
	·	TIN No. 0	Supplier's Signature over F

#### **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
- 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.

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