



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE AT MINSU BONGABONG CAMPUS

PR No.: MBC25-38

RFQ No. 2025-059

ABC Amount: Php126,434.06

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
1	ream	A3 Paper (70gsm)	5		
2	boxes	ball pen, black (RT ball pen)	3		
3	boxes	Battery AA	2		
4	pack	Battery AAA 4's	2		
5	boxes	Binder Clips (1")	2		
6	pcs	Binding element (1")	3		
7	ream	Bond Paper, A4 (subs 20)	20		
8	ream	Bond Paper , Letter 8.5"x11" (subs 20)	5		
9	ream	Bond Paper , Long 8.5"x13" (subs 20)	20		
10	pcs	Brown Envelope (Long)	500		
11	pcs	Certificate Holder (Short)	150		
12	pcs	Clear Folder- long green	10		
13	pack	Colored Card stock A3 stock (assorted color)	20		
14	pcs	Cork Bulletin Board 60x90	1		
15	pcs	Correction tape	10		
16	pcs	Customized selfinking stamp	3		
17	pack	Diploma Sticker Gold Seal	20		
18	pcs	Double Sided Tape 1"	3		
19	pcs	Dry Seal w/ MinSU Logo	1		
20	pcs	expanding Long Folder (long, black)	3		
21	pcs	Expanding folder (long, blue)	6		
22	pcs	Expanding folder (long, green)	12		
23	pcs	Expanding folder (long, orange)	3		
24	pcs	Expanding folder (long, pink)	3		
25	pcs	Expanding folder (long, red)	6		
26	pcs	Expanding folder (long, sky blue)	3		
27	pcs	Expanding folder (long, violet)	3		
28	pcs	Expanding folder (long, yellow)	3		
29	pcs	Flash Drive (32GB, OTG)	2		
30	ream	Folder long 14pts 100's	10		
31	boxes	Gel pen (0.5, black) 12's	2		

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32	boxes	Gel Pen (0.5, blue) 12pcs/box	4		
33	packs	Glossy Photo paper 120gsm 50s (A4)	3		
34	pcs	Glue (240g)	3		
35	pcs	Glue Gun	3		
36	pcs	Glue Sticks (small)	10		
37	pcs	Glue Sticks (big)	10		
38	boxes	Hi techpoint V10 grip (blue)	3		
39	pack	Hologram sticker (vinyl rainbow sticker A4)	5		
40	sets	Ink #003 (B/C/M/Y)	12		
41	bottles	Ink HP GT52 Cyan for HP Smart Tank 500	5		
42	bottles	Ink HP GT52 Black for HP Smart Tank 500	5		
43	bottles	Ink HP GT52 Magenta for HP Smart Tank 500	5		
44	bottles	Ink HP GT52 Yellow for HP Smart Tank 500	5		
45	boxes	Mailing Envelope (white long)	5		
46	pcs	Nano tape clear double sided	5		
47	rolls	Packaging tape transparent (2")	4		
48	boxes	Paper Clip vinyl coated #50	10		
49	boxes	Paper Clip vinyl coated #33	6		
50	pcs	Paper cutter heavy duty	1		
51	pcs	Paper cutter 14" (16x60x38cm) Metal Structure	1		
52	boxes	Pencil, #2	1		
53	pcs	Puncher (heavy Duty)	1		
54	boxes	Push Pins	6		
55	pcs	Scissor (Big Size)	2		
56	pcs	Scotch Tape (1 inch)	3		
57	pcs	Self-Ink Dater Stamp	3		
58	pcs	Stamp pad	2		
59	bottles	Stamp pad ink	2		
60	boxes	Staple Wire No. 35	10		
61	pcs	Stapler with remover	1		
62	pack	Sticker paper A4 matte (10's)	10		
63	pcs	Stick Note 3x3 (Asst pastel color)	5		
64	pack	Sticky Flags	5		
65	boxes	Thumbtacks No. 53/24 BX	1		
66	pcs	Toner TN 118 for Ineo 226	2		
67	ream	Vellum Board Paper (200gsm; short)	2		
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

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 on 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.