



## REQUEST FOR QUOTATION

**SUPPLY AND DEIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS**

**PR No.: PR25-0109**

**RFQ No. 2025-081**

**ABC Amount: Php126,355.00**

*Lot 1: Php106,355.00*

*Lot 2: Php20,000.00*

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

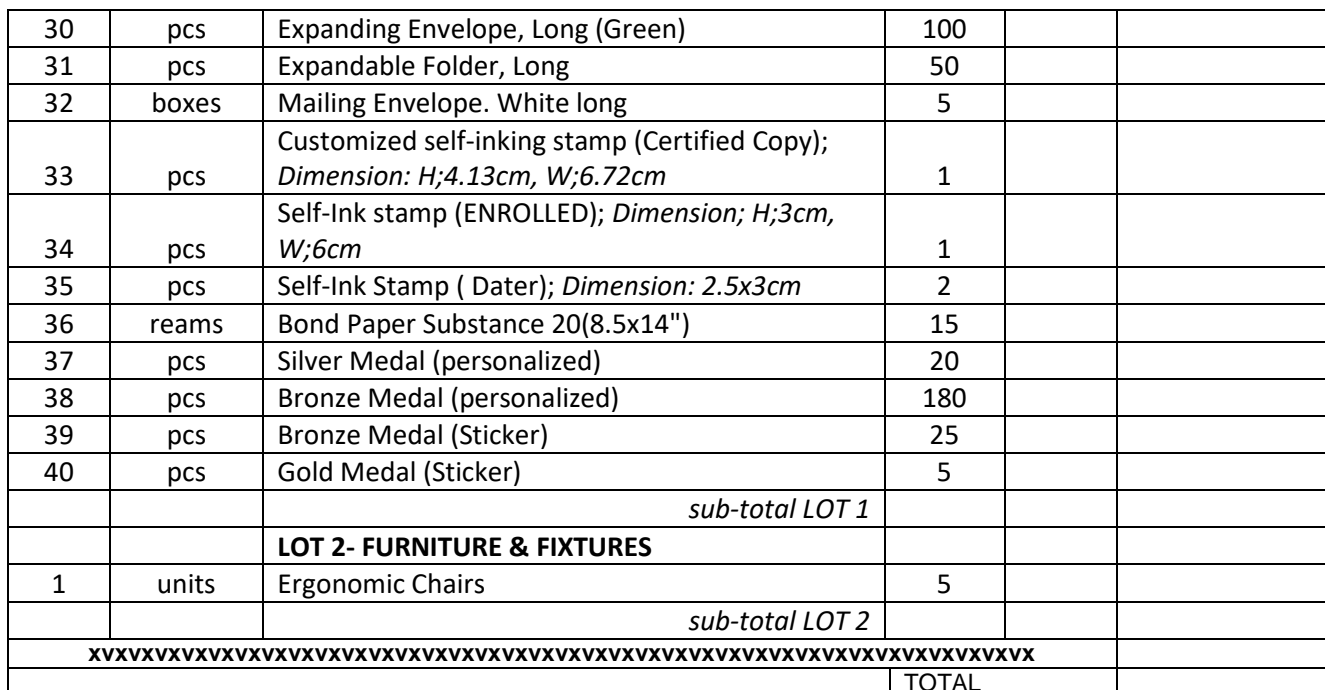
- Note:**
1. All entries must be typewritten.
  2. Delivery Period within \_\_\_\_calendar days.
  3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
  4. Price validity shall be a period of 30 calendar days.
  5. G-EP5 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
<b>LOT 1- OFFICE SUPPLIES</b>					
1	bundles	OSLO paper (250 sheets) (9x12")	20		
2	reams	Vellum, white, A4	10		
3	pcs	Puncher	2		
4	boxes	Staple Wire (#35)	10		
5	pcs	Double Sided tape (1inch)	10		
6	reams	Folder , White, long	15		
7	reams	Folder, white, short	10		
8	packs	Clear folder, long green	10		
9	packs	Gold Seal, sticker #24	20		
10	pcs	Certificate Holder 9A\$)	40		
11	boxes	Permanent Marker (Black)	1		
12	bottle	Permanent Marker Ink (Black)	1		
13	pcs	Scotch tape (1")	10		
14	packs	Photo Paper 9A4, Thin Black)	10		
15	packs	Sticky Flags	10		
16	packs	Sticky Notepad (3x3) (Asst. Pastel Color)	20		
17	boxes	Paper clip, small	10		
18	boxes	Paper Clip, big	10		
19	boxes	Binder clips (0.75")	10		
20	boxes	Binder Clips (1")	10		
21	boxes	Binder Clips (1.25")	10		
22	packs	Sticker Paper, A4	20		
23	boxes	Push Pin	3		
24	boxes	Thumb Tucks	3		
25	boxes	Paper fastener, 37	20		
26	pcs	Glue, 240g	10		
27	pcs	Correction Tape	10		
28	bundles	Folder, brown, long	30		
29	bundles	Brown envelope, long	60		

MSU-BAC-FR-05.01



Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



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 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.