



## REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE FURNITURE & FIXTURES, OTHER SUPPLIES AND CAMERA FOR THE GUIDANCE AND COUNSELLING OFFICE AT MINSU MAIN CAMPUS**

PR No.: PR25-0098  
RFQ No. 2025-094  
ABC Amount: Php152,701.00  
Lot 1: Php19,701.00  
Lot 2: Php73,500.00  
Lot 3: Php36,000.00  
Lot 4: Php1,500.00  
Lot 5: Php22,000.00

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-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

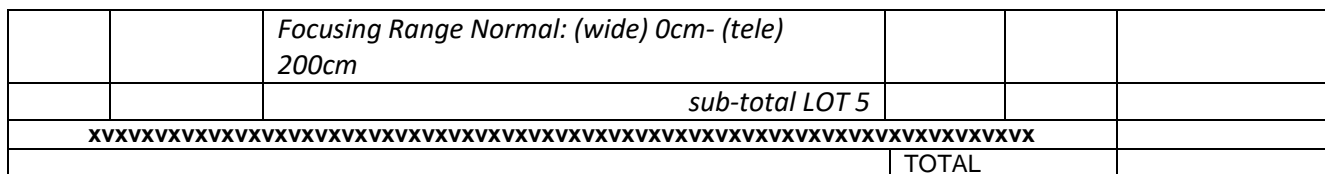
Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		<b>LOT 1- OFFICE SUPPLIES</b>			
1	ream	Vellum Short 220gsm	1		
2	ream	Vellum Long 220gsm	1		
3	pieces	Brown Envelope, Long	5		
4	roll	Plastic Cover	1		
5	pieces	Expanding Envelope, Long, green	10		
6	ream	Bond Paper, sub.20, Long	7		
7	ream	Bond Paper, sub 20, short	7		
8	ream	Bond Paper, sub. 20, A4	6		
9	pieces	Clear Folder, Long ( Transparent)	5		
10	boxes	Ballpen (I-gel GL 165) blue (12's)	2		
11	boxes	Ballpen (Black)	3		
12	pieces	Stationary Tape (Size 2")	6		
13	ream	Laminating Film (long) 222x337x250mic	1		
14	pieces	Double Sided Tape ( Size 1")	10		
15	boxes	Printer Ink : BT 6000BK	3		
16	boxes	Printer Ink : BT 5000 M	3		
17	boxes	Printer Ink : BT 5000 C	3		
18	boxes	Printer Ink : BT 5000 Y	3		
19	pieces	Personalized Name Stamp	1		
20	pieces	Personalized Stamp (Used)	1		
21	pieces	Mailing Envelope (white)	181		
22	pieces	Scissor (medium)	2		
23	pieces	Glue (big)	2		
24	pieces	Certificate Holder (Short)	9		
25	pieces	Printer Ink : TN-2380	2		



		<i>sub-total LOT 1</i>			
		<b>LOT 2 - SEMI EXPENDABLE ICT EQUIPMENT</b>			
1	pieces	Desktop PC (no monitor)	1		
		<i>Processor: Intel Core i3-13th Gen (min); Memory: 8GB DDR4 3200 MHz up to 32Gb (expandable); Storage: 256GB M.2 2280 PCI-E SSD+1TB HDD; OS: Windows 11 Home Home or higher version Software: Office Home and Student 2021 or above; UPS: 360W uninterruptible Power Supply;</i>			
2	pieces	Wide Format All-in-One Printer (print, scan, copy)	1		
		<i>Ink Tank Design: compact and sleek integrated; Ultra high page yeild of 7,500 (black)- 6,000 (color) pages; Printhead technology with rpint speeds up to 38.0 ppm (draft)- 17.0 ipm (simplex); Auto duplex printing and Ethernet &amp; Wi-Fi Direct</i>			
3	pieces	UTP Cable CAT6 Outdoor (120 meters)	1		
		<i>sub-total LOT 2</i>			
		<b>LOT 3- SEMI EXPENDABLE FURNITURE &amp; FIXTURES</b>			
1	pieces	Office Table	1		
		<i>Material: MDF+Metal; Dimension: W120cmxD60cmxH75cm; With one center Drawer with lock; 3-drawers with centralized locking system;</i>			
2	pieces	Steel Cabinet	1		
		<i>with 4 drawers; Dimension: L46cmxW60cmxH138cm; Finish: Power Coating, Smooth; Lock: Central Locking System and Thickness: 0.6mm; Accessories: Galvanized Ball-Bearing Slides/ Divider hanger</i>			
		<i>sub-total LOT 3</i>			
		<b>LOT 4- OTHER SUPPLIES</b>			
1	pieces	One way Glass Mirror with frame	1		
		<i>Dimension: 40cmx30cmx0.5cm and Frame: 0.5' thick</i>			
		<i>sub-total LOT 4</i>			
		<b>LOT 5- CAMERA</b>			
1	pieces	Digital Compact Camera	1		
		<i>Effective Image Sensor Pixels: 20.68 Megapixels; Total Image Sensor Pixels: 21.14 Megapixels (1/2.3" BSI CMOS); Focal Length: 4.3mm 9wide)- 172mm (Tele); 35mm film equivalent: 24mm (wide)-960mm(tele); F number: F3.0 (wide)-F6.8 (Tele) and macro: 1.6cm- (wide only); Lens Construction : 11 groups 15 elements; Optical zom: 40x and autofocus System: TTL Autofocus;</i>			



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After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

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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.

MSU-BAC-FR-05.01