



## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF SUPPLIES AND MATERIALS FOR THE JOINT EDUCATION CONGRESS OF MINSU

PR No.: PR25-0159

RFQ No. 2025-099

ABC Amount: Php103,709.20

Lot 1: Php48,507.50

Lot 2: Php5,000.00

Lot 3: Php22,985.00

Lot 4: Php23,216.70

Lot 5: Php4,000.00

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	pcs	Styrofoam Board (1/2)	20		
2	box	Box Cutter (heavy Duty) Big	1		
3	pack	Metallic Balloons (Blue)	3		
4	box	Thumbtacks	5		
5	pack	Glitters gold Big	2		
6	pack	Glitters Silver Big	2		
7	pack	Glitters Blue Big	2		
8	roll	Ribbon	5		
9	ream	Bond Paper, Short S20 (500s per ream)	5		
10	ream	Bond Paper, A4 S20 (500s per ream)	5		
11	pcs	Paint Brush	5		
12	pcs	Glue Sticks (big)	30		
13	pcs	Glue Sticks (small)	30		
14	pcs	Glue Gun (big)	3		
15	pcs	Glue Gun (small)	2		
16	pcs	Scissors (Med Size) heavy Duty	10		
17	pcs	Tarpaulin (10x3ft)	1		
18	pcs	Tarpaulin (6x4ft)	1		
19	pcs	Tarpaulin (1x2 ft)	16		
20	pcs	Tarpaulin (10x6 ft)	1		
21	pcs	Tarpaulin (8x5ft)	1		
22	yard	Plastic Charol Banderitas (Red)	20		
23	yard	Plastic Charol Banderitas (Blue)	20		
24	yard	Plastic Charol Banderitas (Green)	20		
25	yard	Plastic Charol Banderitas (Yellow)	20		
26	yard	Plastic Charol Banderitas (Orange)	20		



27	roll	Lace (Blue)	5		
28	roll	Lace (Gold)	5		
29	pcs	Balloon Pump	5		
30	pack	Metallic Balloons (I Gold)	2		
31	pack	Metallic Balloons (I Silver)	2		
32	pcs	Illustration Board (15x20)	4		
33	pcs	Illustration Board (10x15)	4		
34	pcs	Paper bag 21x11x27cm	7		
35	pack	Sticker Paper (matte) 10's 135gsm	15		
36	pck	Sticker Paper (Gloss) 10's	30		
37	pcs	Double Sided tape (1")	25		
38	roll	Ribbon	5		
39	ream	Vellum Paper A4 (180 gsm) 100s	2		
40	ream	Bond Paper, Long S20 (500s per ream)	3		
41	ream	Bond paper, Short S20 (500s per ream)	3		
42	ream	Bond Paper, A4 s20 (500s per ream)	5		
43	pcs	Pardible	3		
44	pcs	Pin	2		
45	pcs	Masking Tape 3/4	2		
46	pcs	Eraser	4		
47	boxes	Chalk	2		
48	pc	Sharpener	5		
49	box	Pencil #2	1		
50	ream	Folder (long)	1		
51	pcs	Permanent marker (broad)	2		
52	pcs	Certificate Holder (A4)	50		
53	pcs	Wood Frame	20		
54	pcs	Yarn (assorted color)	12		
55	pcs	Ribbon (assorted color)	8		
56	pcs	Pocket charts	4		
57	pcs	Styrofoam Board	4		
58	pack	Food Color	50		
59	pcs	Paper bag	37		
60	pcs	Scotch Tape (2")	2		
61	pcs	Printer Ink 003 Black	4		
62	pcs	Printer Ink 003 Yellow	3		
63	pcs	Printer Ink 003 Magenta	3		
64	pcs	Printer Ink 003 Cyan	3		
65	box	Ballpen (black) 12's	1		
66	pc	Stapler	1		
67	pck	Oil Pastel (36 pcs)	4		
68	pcs	Cartolina	16		
69	ream	Colored paper (assorted color)	1		
70	pcs	Permanent marker	4		
71	set	Colored Pens	4		
72	set	Colored Pencils	4		
73	pcs	Scissors	4		
74	pcs	Glue (100 grams)	4		



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

Date \_\_\_\_\_

•Main Campus, Alcate, Victoria    •Bongabong Campus, Labasan, Bongabong    •Calapan City Campus, Masipit, Calapan City



#### 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.