



## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF OTHER SUPPLIES, CUTLERY, BEVERAGES, KITCHENWARES, OFFICE SUPPLIES AND INGREDIENTS FOR THE AMBASSADORS DAY OF MINSU BONGABONG CAMPUS

PR No.: MBC25-78  
RFQ No. 2025-131  
ABC Amount: Php78,525.00  
Lot 1: Php16,400.00  
Lot 2: Php10,250.00  
Lot 3: Php26,315.00  
Lot 4: Php7,980.00  
Lot 5: Php9,320.00  
Lot 6: Php8,260.00

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-EPIS 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- OTHER SUPPLIES</b>			
1	roll	Black Cloth	1		
2	roll	Cream Cloth	1		
3	roll	Coffee/Mocha Cloth	1		
4	pcs	Shimmer Wall Backdrop	90		
5	meters	Insulation foam	10		
6	meters	LED light	15		
7	pcs	Center piece	1		
8	pcs	Metal flower candle	1		
9	yards	Elegant Cloth for Round Table Set Up	20		
		sub-total Lot 1			
		<b>LOT 2- CUTLERY</b>			
1	pcs	Charger Plate	24		
2	sets	Gold Utensils	1		
3	pcs	German Style Dinner plate	24		
4	pcs	Bowl	24		
5	sets	Cup/Wine Glass	1		
6	pcs	Table Runner	4		
7	pcs	Shot Glass	80		
		sub-total Lot 2			
		<b>LOT 3- BEVERAGES</b>			
1	bttl	Vodka	2		
2	bttl	Coffee Liquor	1		
3	bttl	Grenadine Syrup	2		
4	bttl	Triple Sec Liquor	1		

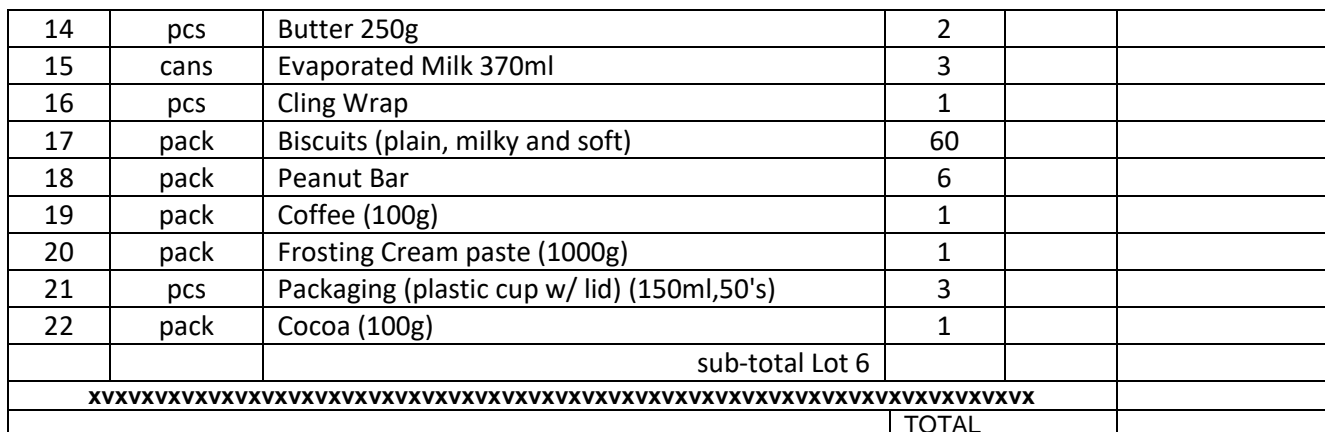
MSU-BAC-FR-05.01



5	bttl	Blue Curacao	2		
6	liter	Light Brandy	1		
7	bttl	Flavored Gin	1		
8	bttl	Lime Soda	5		
9	pack	Orange Juice	2		
10	bttl	Gin	4		
11	bttl	Lambanog	2		
12	sets	Bar Tenders Table	1		
13	pcs	Cooler 15L	1		
14	pcs	Bar Tray 16"	5		
		sub-total Lot 3			
		<b>LOT 4- SEMI-EXPENDABLE OFFICE EQUIPMENT</b>			
1	pcs	Mini Fan	24		
2	pcs	Portable stove	1		
3	pcs	Food Processor	1		
4	sets	Chopping Board	1		
5	sets	Knives	1		
		sub-total Lot 4			
		<b>LOT 5- OFFICE SUPPLIES</b>			
1	ream	Vellum Board , A4	1		
2	pcs	Lay Garland	35		
3	pcs	Certificate Frame	10		
4	pcs	Certificate Holder	30		
5	rolls	Ribbon 3 colors	3		
6	sets	Clear Medal	1		
7	pack	Sticker Paper A4	10		
8	pcs	Trophy	10		
9	ream	Colored Paper	1		
10	pcs	Assorted Cartolina	2		
11	pcs	Stick Glue	30		
12	pcs	Double Sided tape	2		
13	meters	Wire	1		
14	kl	Nails	0.5		
		sub-total Lot 5			
		<b>LOT 6- INGREDIENTS</b>			
1	kg	Green Chilies	2		
2	pcs	Cheese Bar	2		
3	bundle	Wrapper	1		
4	kg	Chicken Breast	6		
5	packs	Sliced Ham	9		
6	packs	Sliced Cheese	15		
7	pcs	Egg	75		
8	kg	Breadcrumbs	15		
9	kg	salt	1		
10	kg	Pepper	2		
11	liter	Oil	2		
12	sets	Herbs and Spices	1		
13	kg	Flour	2		



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



---

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** 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