

Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES, JANITORIAL SUPPLIES, SEMI-EXPENDABLE FURNITURE & FIXTURES, SEMI-EXPENDABLE OFFICE EQUIPMENT AND FURNITURE & FIXTURES FOR THE UNIVERSITY LIBRARY OF MINSU MAIN CAMPUS

PR No.: PR25-0182 RFQ No. 2025-134 ABC Amount: Php752,220.82 Lot 1: Php34,720.82 Lot 2: Php10,000.00 Lot 3: Php205,000.00 Lot 4: Php142,500.00 Lot 5: Php360,000.00

Company Name

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

ltem No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1- OFFICE SUPPLIES			
1	boxes	Gel Pen (0.5, Blue)	4		
2	pack	Battery AA 48s	1		
3	bottles	Glue (240g)	10		
4	pcs	Scotch Tape 1 inch	33		
5	pcs	Sticker Paper (matte)	8		
6	boxes	Paper Clip Small	8		
7	boxes	Paper Clip Big	6		
8	boxes	WF-C5790 Ink Black (T950)	2		
9	boxes	WF-C5790 Ink Cyan (T948)	2		
10	boxes	WF-C5790 Ink Magenta (T948)	2		
11	boxes	WF-C5790 Ink Yellow (T948)	2		
		sub-total Lot 1			
		LOT 2- JANITORIAL SUPPLIES			
1	bottles	Glass Cleaner 32oz	9		
2	pcs	Tornado Mop	2		
3	pcs	Broom Tambo	5		
4	pcs	Broom Tingting	3		
5	pcs	Air Freshener Spray Type 300ml	5		
6	pcs	Dust Pan	4		
7	packs	Detergent powder (500g)	3		
8	pcs	Cloth Door Mat	9		
9	pcs	4-in-1 washable window screen brush cleaner	3		
		sub-total Lot 2			
		LOT 3- SEMI-EXPENDABLE FURNITURE &			
		FIXTURES			

MSU-BAC-FR-05.01

Address :





1	pcs	Locker (steel)	4		
		12 doors, size: H-1850mxW-900mxD-400, cold			
		rolled steel, thickness: 0.6mm after coating.			
2	sets	Sofa (L-shape) with glass center table /black	2		
		Sofa A: W127XD76XH73 cm; Sofa B:			
		W198XD75XH73cm ; Back Pillow: (5x): 45x45cm;			
		Material: Leatherette; Foam: heavy duty thick			
		foam			
3	pcs	Swivel Chair	18		
		Midback chair with armrest & adjustable gas lift;			
		fabric seat with mesh backrest; chrome finish star			
		base with PVC casters; Color: mesh black; size:			
		540x603x905-1000mm			
		sub-total Lot 3			
		LOT 4- SEMI-EXPENDABLE OFFICE EQUIPMENT			
1	pcs	Water Dispenser (Hot and Cold)	3		
_		Floor Type/ Free Standing			
2	unit	Airconditioning Unit (Split Type)	2		
-	unit	Features: 2.0HP; Dual Inverter Compressor; 70%	2		
		energy saving; Fast Cooling; Low Noise; Auto			
		Clean, Active Energy Control; Type: Split Type;			
		Indoor: 837x308x189; Outdoor: 717x495x230			
3	pcs	Stand Fan (heavy duty)	6		
5	pes	sub-total Lot 4	0		
		LOT 5- FURNITURE AND FIXTURES			
		4-seater Fishbone Full Fabric Workstation with			
1	sets	keyboard and CPU Tray	5		
1	SetS	in 4.68 cm; series aluminum powder coated;	5		
		Upper laminates: Lower Laminates:; FP			
		H110*W100cm (2pcs);SP H110*D60cm			
		(6pcs);Table Top: laminated table top with			
		grommet hole; 25mm laminated MDF board;			
		Color: white/blue; W110cm*D60cm (4pc) with			
		mobilization / installation			
2	aata	2-seater laminated L-shape reception counter w/	1		
2	sets	2pcs wood drawer	1		
		Counter top front: W230*H110 (1pc);			
		W170*H110(1pc); L-shape Counter			
		top:W230*D25*W170*D25cm (1pc); counter top			
		legs:H110*W25cm(2pcs), L-shape Table			
		top:W216*D60cm*W160*D60(1pc); table legs:			
		H75*W60cm(2pcs) H75*W30cm (1pc)		$\left \right $	
		sub-total Lot 5			
XV	XVXVXVXVXV	<u>xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxv</u>	TOTAL	XVX	

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



Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph Mobile: +63 977 846 72 28



Contact Number

Date

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

General Conditions

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

3 Price

2. Compliance with Item & Description Requirements

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.
- 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