



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE UNIVERSITY LIBRARY OF MINSU CALAPAN CITY CAMPUS

PR No.: 2025-111

RFQ No. 2025-146

ABC Amount: Php56,450.00

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
1	box	Ballpen - (GL 165) blk (12's)	1		
2	box	Ballpen - (GL 165) blue (12's)	1		
3	pcs	Book ends (7x5 1/2 x 7 1/2 inches, metal)	130		
4	pcs	CD/DVD Case (acrylic, clear)	130		
5	reams	Coupon Bond (A4, subs 20)	5		
6	reams	Coupon Bond (A4, subs 20)	5		
7	reams	Coupon Bond (short, subs 20)	5		
8	pcs	Date/Receive Stamp	2		
9	pcs	Double sided tape 1"	5		
10	pcs	Expanded Folder (Long) Green	11		
11	pcs	Expanding envelop with Garter (long)	21		
12	bxs	Gel Ink Ballpen (Blue) (0.5) 12's	2		
13	bxs	Gel Ink Ballpen (Black) (0.5) 12's	2		
14	bottles	Ink #003 (Black)	3		
15	bottles	Ink #003 (Cyan)	3		
16	bottles	Ink #003 (Magenta)	3		
17	bottles	Ink #003 (Yellow)	3		
18	box	Laminating Film (250mic, 100s, 80x110mm)	10		
19	pcs	Magazine Box- Single Green/Black Color	8		
20	rolls	Masking Tape 1"	4		
21	rolls	Packaging Tape 2"	3		
22	box	Paper vinyl-coated Clip (Small) 32mm	6		
23	box	Permanent marker (fine) 12's	1		
24	packs	Photo Paper (A4, Plain Back) 20's	2		
25	rolls	Plastic Cover #6	6		
26	pcs	Plastic Ruler 12'	5		

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27	pcs	Scissor Big	5		
28	rolls	Scotch Tape 1	10		
29	packs	Sticker Paper (A4 matte 10's)	20		
30	packs	Sticky Tab (Index Arrow Flags) 20's/ pads	5		
31	reams	Velum Board - Short (180 gsm) 100s	5		
XX					
			TOTAL		

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

- 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.
- Supplier shall submit the following requirements:
 - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - PhilGEPS Registration
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance
 - DTI Registration/SEC Certificate
 - 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:

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 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.