



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR VARIOUS OFFICES OF MINSU BONGABONG CAMPUS

PR No.: MBC25-08
RFQ No. 2025-158
ABC Amount: Php52,113.23

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

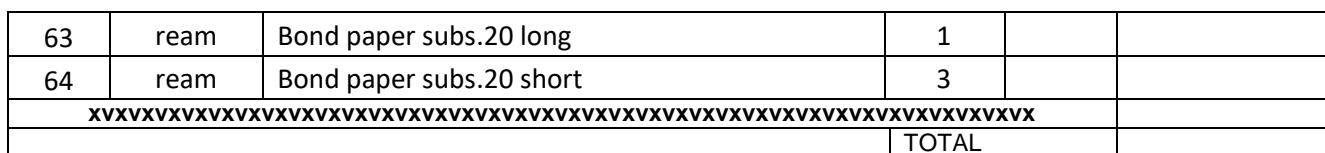
Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1- OFFICE SUPPLIES			
		<i>(Admin)</i>			
1	bxs	Ballpen - (I-Gel GI 165) Blk (12'S)	3		
2	bxs	Ballpen - (I-Gel GI 165) blue (12'S)	3		
3	bxs	Ballpen (black)	3		
4	bxs	Binder Clip (1 1/4)	5		
5	bxs	Binder Clip (15mm)	5		
6	bxs	Binder Clips 1" (25Mm Width)	3		
7	bxs	Binder Clips (2 inches)	2		
8	bxs	Binder Clips Jumbo	3		
9	pcs	Binding Element 1 1/2 flat	2		
10	pcs	Binding Element 1" flat	3		
11	pcs	Office Bulletin Cork Board Aluminum Frame (60cm x 90cm)	1		
12	pcs	Brown envelop long	16		
13	pcs	Certificate Holder - Short	5		
14	pcs	Clear Folder - long/green	20		
15	pcs	Clear Folder - A4/green	5		
16	pcs	Correction tape 6m x 5mm	5		
17	reams	Coupon Bond A4 s 20	5		
18	reams	Coupon Bond long subs 20	5		
19	reams	Coupon Bond short subs 20	6		
20	pcs	Double Side tape 1/2	5		
21	pcs	Double Sided Tape 1	5		
22	reams	Folder long 14 pts 100's	1		
23	btls	Glue (240 G)	5		



24	pcs	Highlighter (yellow-green)	6		
25	bxs	Index Clear Tab (white)	3		
26	btls	Ink #003 (Black)	2		
27	btls	Ink #003 (Cyan)	2		
28	btls	Ink #003 (Magenta)	2		
29	btls	Ink #003 (yellow)	2		
30	rolls	Packaging tape 2"	4		
31	bxs	Paper Clip (big) (48mm)	4		
32	bxs	Paper Clip (small) (32mm)	3		
33	bxs	Paper Clips (coated) (50mm)	3		
34	bxs	Paper fastener (50's)	3		
35	box	Pencil #2	3		
36	pcs	Pencil sharpener, rotary w/ clamp	1		
37	packs	Photo Paper (A4, Plain Back) 20's	5		
38	pads	Record Book 200 pages	1		
39	pcs	Sign pen (Hi-Techpoint- Black)	5		
40	bxs	Sign pen (Hi-Techpoint- Blue)	5		
41	pcs	Scissor Big	1		
42	bots	Stamp pad ink (blue)	1		
43	pcs	Stamp Pad, Felt Pad #2	2		
44	bxs	Staple wire #35	4		
45	pads	Sticky Note (3X3)	3		
46	pads	Sticky note (3x5) light colors	3		
47	packs	Sticky Tab (Index Arrow Flags) 20's/pads (10pads)	5		
48	unit	Tape Dispenser	1		
		<i>(Faculty and Staff Dev)</i>			
49	Btls	Ink #003 (Black)	5		
50	Btls	Ink #003 Yellow	6		
51	Btls	Ink #003 Magenta	6		
52	Btls	Ink #003 Cyan	6		
53	bxs	Ballpen - (I-Gel GI 165) blue (12's)	6		
54	pcs	File Folder Long Art Kraft	30		
55	reams	Coupon Bond A4 Subs 20	20		
56	reams	Coupon Bond Long Subs 21	20		
57	reams	Coupon Bond AShort Subs 22	20		
58	bxs	Pencil #2 12's	10		
59	pcs	Highlighter (Yellow-green)	20		
60	reams	Folder Long 14 Pts 100's	2		
61	bxs	Paper vinyl-coated Clips (50mm)	5		
		<i>(Student Dev)</i>			
62	ream	Bond paper subs.20 A4	2		



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



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

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.

MSU-BAC-FR-05.01