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 and Semi Expendable ICT Equipment for MinSU i-BIBES Main Campus

delivery and submit your quotation duly signed by your representative not later than ______ in the address stated in the last page.

PR No.: PR25-0211 RFQ No. 2025-163

ABC Amount: Php209,035.00 Lot 1: Php20,035.00 Lot 2: Php189,000.00

Company Nam	າe :					
Address :						
Please o	quote y	our lowest price on the items	s / listed below, subject	t to the General Conditi	on on the last page, sta	ating the shortest time of

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.
- ${\bf 5.} \ \ {\bf G\text{-}EPS} \ Registration \ {\bf Certificate} \ shall \ {\bf be} \ {\bf attached} \ {\bf upon} \ {\bf submission} \ {\bf of} \ {\bf the} \ {\bf Quotation}.$
- 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			
1	ream	Long Bond Paper (substance 20)	10		
2	ream	A4 Bond Paper (substance 20)	10		
3	pcs	Green Clear Folder (Long)	7		
4	pcs	Expanding Envelope (Long)	15		
5	pcs	Stapler with Staple Wire Remover	4		
6	pcs	Staple Wire (#35)	4		
7	box	Paper Clip (50mm)	6		
8	box	Paper Clip (33mm)	6		
9	box	Ballpen, Black (RT Ballpen) 12s	3		
10	box	Ballpen, Blue (Sign Pen, gel-pen) 0.5mm	3		
11	box	Pencil #2	3		
12	pcs	Correction Tape 5mm x 12m	3		
13	pad	Sticky Noteb(76x76mm)	5		
14	pcs	Highlighter (yellow-green)	5		
15	pcs	Recor Book (500 leaves) 7.1in x 0.5 in x 11.2in	5		
16	set	Ink Bottle Set (B,C,M,Y) for Printer #003	5		
		sub-total LOT 1			
		LOT 2-SEMI-EXPENDABLE ICT EQUIPMENT			
1	unit	Laptop Computer Cloud Grey -Intel Core i5 at least 12th Gen 12MB up to 4.4GHz RAM: 8GB Soldered LPDDR4 or above, upgradable up to	2		
		32GB Storage: 512GB SSD			

MSU-BAC-FR-05.01

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		M.2.2242 PCIe 4.0x4 NVMe			
		Display: 15.6" FHD (1920x1080) or WUXGA			
		(1920x1200) IPS 300nits Anti-glare, 45% NTSC			
		Graphics: Integrated Intel Iris Xe or Intel UHD or			
		NVidia GeForce 2GB GDDR5			
		Connectivity: Wi-fi 6, 11ax 2x2 + BT5.0			
		OS: Windows 11 Home			
		with pre installed MS office Home & Student			
		2021, Laptop Bag			
		Battery: at least 48Wh			
2	unit	Multifunctional (inkjet) Printer	1		
_	G	(print,scan,copy,fax) w/ADF	_		
		Print Reso: 5760x1440dpi Print			
		Speed: at least 33pages/min (mono), 15			
		pages/min (color) Scanner Type:			
		Contact Image Sensor Duplex			
		Printing: Manual Duplex			
		Output Tray Capacity: at least 30 sheets			
		Interface: Wi-fi, Ethernet, Wi-fi Direct			
3	unit	Smartphone	3		
	Gc	OS: Android 14 or later			
		GPU/Processor: at least Snapdragon 7s Gen 2			
		(42nm) up to 2.4 GHz			
		Display: 6.7" 1.5K 120Hz AMOLED, in-screen			
		fingerprint sensor Pixel			
		Density: at least 446ppi, 120Hz			
		Storage: 512 GB			
		Memory: up to 128GB RAM, supports memory			
		extension Rear			
		Camera: Ultra Clear 200MPw/ OIS+IES dual			
		stabilization +2MP macro+8MP utrawide			
		Front Camera: 16MP f/2.4			
		Battery: at least 5100mAh			
		Power Adaptor: at least 67w, USB-C			
		Coonectivity: 4G/5G, IR blaster, NFC, 3.5mm			
		headphone jack, Wi-fi 5/4, supports 2x2 MIMO,			
		Wi-fi Direct, BT-5.0 or above			
		Protection: at least IP54 rated, Corning Gorilla			
		Glass Screen Material:			
		Body: Aluminum Frame			
		Included: Protective Case and Tempered Glass			
		sub-total LOT 2			
X\	L /XVXVXVXVXVX	Tab-total LOT 2		(VX	
			TOTAL		
After I	naving carefully rea	d and accepted your General Condition, I / We quote you on the item at prices no	oted above	·	·

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

Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



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 b.
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance g.
 - 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 of the basis of the following criteria:

- Completeness of Submission
- 2 Compliance with Item & Description Requirements
- 3 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.
- 3. 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 4

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.