Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

BAGONG PILIPINAS

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE FINANCE UNIT OF MINSU

PR No.: PR25-0224
RFQ No. 2025-179
ABC Amount: Php58,018.00

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.**
7. **Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery**

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	ream	Coupon Bond A4 S20	27		
2	ream	Coupo Bond Long S20	7		
3	box	Ballpen - Gel Pen (GL165) Blue 0.5	11		
4	pcs	Sticky Note (3x6) Light Colors	14		
5	bottles	Ink #003 (Black)	12		
6	bottles	Printer Ink 001 (Black)	12		
7	bottles	Printer Ink 001 (Magenta)	5		
8	bottles	Printer Ink 001 (Cyan)	5		
9	bottles	Printer Ink 001 (Yellow)	5		
10	pcs	Expanded Folder (Long) Green	15		
11	pcs	Calculator 12 Digit, Two Way Power	4		
12	pcs	Magazine Box- Single Green/ Black Color	15		
13	pcs	Pencil Sharpener, Rotary w/ Clamp	1		
14	box	Permanent marker (Fine) 12's	1		
15	pcs	Tape dispenser	2		
16	box	Whiteboard Marker 12's	1		
17	box	Pencil, #2 12's	2		
18	box	Stapler w/ remover	3		
19	box	Sign Pen Um-153S (Blue) 12's	1		
20	pcs	Sticky Note (3x3)	10		
21	pcs	Looseleaf Folder (with shoe Lace) , Hd	55		
22	bottles	Ink #003 (Cyan)	3		
23	bottles	Ink #003 (Magenta)	3		
24	bottles	Ink #003 (Yellow)	3		
25	box	Ballpen - Gel Pen (GL 165) Black 0.5	11		
26	box	Staple Wire #35	6		
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	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 (*required*

____
TIN No. of Establishment (*required*)

____
Contact Number (*required*)

____
Date (*required*)

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 RFQ.

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 (Updated and w/ CTC)
   c. Valid Mayor's/Business Permit (Updated and w/ CTC)
   d. Notarized Omnibus Sworn Statement
   e. BIR Certificate of Registration (Updated and Original or CTC)
   f. Latest Income/Business Tax Return (Updated and Original or CTC)
   g. TAX Clearance (Updated and Original or CTC)
   h. DTI Registration/SEC Certificate (Updated and Original or CTC)
   i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, (required)
   j. 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:
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.