



## REQUEST FOR QUOTATION

### Supply and Delivery of Supplies for Store Merchandise in MinSCAT Calapan Campus

Date: \_\_\_\_\_  
P.R. No. : 2019-042  
RFQ No. 2019-017  
ABC Amount PhP 284,203.50

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 March 22, 2019 in the address stated in the last page.

**JOELENE C. LEYNES**  
VPAF/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	gross	Oil Pastel 12 Colors OP-12 12's	6		
2	gross	Oil pastel 16 Colors OP- 16 12s	6		
3	packs	Stick Glue Small 50's	10		
4	packs	Mini Binder Notebooks Fillers 5's	50		
5	reams	Mathematics Notebook 50 leaves 10's	10		
6	reams	Spring Notebook E-book 10's	10		
7	reams	Notebook 80 leaves 6x 8.5 10's	10		
8	reams	Notebook 80 leaves 152mm x 210mm 10's	10		
9	reams	Spring Notebook Ordinary 10's	3		
10	boxes	Plastic Transparent Ruler 12" 72's	5		
11	boxes	Plastic Transparent Ruler 6" 72's	5		
12	boxes	Plastic Compass	5		
13	reams	Colored paper Black (12), Green (12), red (12) Blue (10), Light Blue (12), Violet (10)	68		
14	reams	Window Art Frame Assorted	5		
15	reams	Oslo Paper 250s	15		
16	gross	Crayons 8 Colors 912s)	5		
17	boxes	Super Color Marker Broad Black 12's	5		
18	boxes	Super Color Marker Broad Red 12's	1		
19	boxes	Super Color Marker Broad Blue 12's	1		
20	boxes	Scissors P504c 12's	3		
21	boxes	Scissors P506c 120's (10dz)	2		
22	boxes	BLS-GC4 Ultra-Fine Refill for Recharge 0.3 Black	10		



Mindoro State College  
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23	boxes	BLS-GC4 Ultra-Fine Refill for Recharge 0.4 Black	10		
24	boxes	BP-S Ball point pen Fine Black 12's	10		
25	gross	2000 Ball point pen Fine point Red 12's	3		
26	gross	2001 Ball point pen Fine point Black 12's	10		
27	boxes	Gel ink sign pen Black	15		
28	gross	Super fine ballpoint pen 0.5 mm black	12		
29	gross	binder clip 1" 12 s (25mm)	10		
30	gross	Binder Clip 3/4" 12's	12		
31	reams	File folder long 11 pts. White	20		
32	reams	File folder short 11 pts white	15		
33	pcs	Garter envelope (portfolio) yellow green red	100		
34	boxes	bond paper long sub 20/70 gsm	50		
35	boxes	bond paper short sub 20/70 gsm	50		
36	packs	photo paper ordinary A4 20s	30		
37	rolls	manila paper 20s	50		
38	reams	Intermediate paper 1 whole 10s	10		
39	dozens	correction fluid water base 15ml	5		
40	reams	cartolina white glossy	5		
41	boxes	ring binder #1 100's	5		
42	boxes	Ring binder #2 100's	5		
43	boxes	Ring Binder #3 100's	5		
44	dozens	Transparent scotch tape 3/4" small	20		
45	dozens	Transparent scotch tape 1/2 " small	20		
46	dozens	Transparent scotch tape 1" small	20		
47	dozens	Double sided tape 1/2" Big	10		
48	dozens	Double sided tape 3/4" Big	10		
49	dozens	Double sided Tape 1" Big	10		
50	dozens	Multi-Purpose Glue 40ml	5		
51	dozens	Multi-Purpose Glue 130g	5		
52	boxes	ballpen 1423 0.5 50's	30		
53	boxes	ballpen 1419 0.5 50's	30		
54	tubes	Matrix oil gel pen black 0.5 m (50pcs)	15		
55	tubes	Matrix oil gel pen green 0.5 m (50pcs)	5		
56	tubes	Matrix oil gel pen blue 0.5mm (50pcs)	5		
57	boxes	push pins Colored 50's	5		
58	boxes	wyteboard marker black 12's	5		
59	boxes	wyteboard marker refill black 12's	1		
60	reams	journal sheets 2 columns	2		
61	reams	Ledger sheets	5		
62	reams	brown envelope long	5		
63	box	white envelop short 6-3/4	1		
64	box	white envelop long No. 10	1		
65	packs	plastic envelop short 25's	5		
66	packs	plastic envelop long 25's	5		
67	reams	illustration board ordinary 1/8 50's	5		
68	packs	panty liner unscented 20's	15		
69	packs	Sister panty liner 20's	5		
70	packs	Napkin cottony comfort night plus with wings 280 mm	5		
71	case	Napkin dry comfort night plus non-wing 280mm	1		
72	case	Napkin dry comfort night plus with wings 240mm	1		
73	case	napkin silky cottony comfort dry maxi no wings 235mm	1		
74	case	napkin super clean and dry regular flow 23 cm non wings	1		
75	packs	napkin super clean and dry regular flow 23 cm with wings	10		
76	packs	detergent powder sachet 57g cherry blossom, sun flower	10		





## General Conditions

1. Quotations and other requirements stated below shall be submitted to the **Bids and Awards Committee (BAC) Office, Mindoro State College of Agriculture and Technology-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
  - c. Valid Mayor's/Business Permit
  - d. Tax Clearance
  - e. DTI Registration/SEC Certificate
  - f. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
3. 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 MinSCAT or any of MinSCAT 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.