



## REQUEST FOR QUOTATION

### Supply and Delivery of Supplies for Research Office in MinSCAT Main Campus

Date: \_\_\_\_\_  
P.R. No. : 19-122  
RFQ No. 2019-024  
ABC Amount Php 95,595.00

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 **March 28, 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	ream	long bond paper	110		
2	ream	A4 bond paper	110		
3	pc	short bond paper	40		
4	pc	long folder (white)	100		
5	pc	clear folder (long)	100		
6	pc	clear folder (short)	100		
7	pc	expanding folder (long)	100		
8	pc	scotch tape (2")	2		
9	pc	scotch tape (1")	10		
10	pc	stabilo boss (green)	5		
11	pad	sticky note	4		
12	pc	double sided tape (medium)	10		
13	bottle	glue (130g)	5		
14	pc	binding element .25" round	20		
15	pc	binding element .5" round	20		
16	pc	binding element .75" round	20		
17	pc	element 1" flat	20		
18	pc	binding element 1.5 flat	20		
19	pc	binding element 1.25" flat	20		
20	pc	binding element 2" flat	20		
21	box	ballpen (black)	3		
22	pc	correction tape	3		
23	liter	ink refill (black)	1		
24	liter	ink refill (magenta)	1		
25	liter	ink refill (cyan)	1		





## 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.