



**University Bids and Awards Committee**

**Resolution No. 94, S. 2024**

**DECLARING FAILURE OF REQUEST FOR QUOTATION AND RECOMMENDING NEGOTIATED PROCUREMENT FOR THE SUPPLY AND DELIVERY OF SEMI-EXPENDABLE OFFICE EQUIPMENT FOR THE SAS OFFICE AT MinSU CALAPAN CITY CAMPUS**

**WHEREAS**, the **Mindoro State University (MinSU)**, through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project **"Supply and Delivery of Semi-Expendable Office Equipment for the SAS Office at MinSU Calapan City Campus"** with an Approved Budget for the Contract (ABC) amounting to **Sixty Thousand Pesos (Php60,000.00)**;

**WHEREAS**, in response to the first publication of the project on April 18,2024; four (4) suppliers were found in the document request list however, no supplier submitted the Request for Quotation (RFQ) thus, declared failure of RFQ;

**WHEREAS**, based on the declared failure, the BAC recommended for the second publication of the project on May 02,2024; three (3) suppliers were found in the document request list however, no supplier submitted RFQ for the second time;

**NOW, THEREFORE**, the of Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED** that the BAC recommend to the University President approval of resorting to Alternative Method of Procurement through Negotiated Procurement under Section 53 "Annex-H" of the R.A. 9184 for the **"Supply and Delivery of Semi-Expendable Office Equipment for the SAS Office at MinSU Calapan City Campus"**;

**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 10<sup>th</sup> day of May, 2024.

**NEMESIO H. DAVALOS, Ph.D.**

BAC Chairperson

**ANSELMO R. ULEP, JR.**

BAC Vice-Chairperson

**ELVI C. ESCAREZ, Ph.D.**

BAC Member

**CIEDELLE P. SALAZAR Ph.D**

BAC Member

**MELGAR G. FADRIQUELAN**

BAC Member

Approved/Disapproved

**CHRISTIAN ANTHONY C. AGUTAYA Ph.D.**

OIC, Office of the University President

Date: \_\_\_\_\_





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10810752  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** Supply and Delivery of Semi-expendable Office Equipment for the SAS Office at MinSU Calapan City Campus  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ 2024-80	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 60,000.00	<b>Document Request List</b>	3
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	02/05/2024
<b>Contact Person:</b>	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960  macmagpantay@minsu.edu.ph	<b>Last Updated / Time</b>	02/05/2024 00:00 AM
		<b>Closing Date / Time</b>	09/05/2024 17:00 PM

#### Description

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.

NEMESIO H. DAVALOS, 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

1 unit Portable A4 Paper Shredder Machine 1

Paper Shredding Capacity: 5 sheets

Capacity 10L

paper Shredding time: 5 mins



<b>Created by</b>	Annabelle Quinto Madrigal
<b>Date Created</b>	01/05/2024

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10765882

**Procuring Entity** MINDORO STATE UNIVERSITY

**Title** Supply and Delivery of Semi-expendable Office Equipment for the SAS Office at MinSU Calapan City Campus

**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ 2024-80	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	4
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	18/04/2024
<b>Approved Budget for the Contract:</b>	PHP 60,000.00	<b>Last Updated / Time</b>	18/04/2024 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	25/04/2024 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960  macmagpantay@minsu.edu.ph		

#### Description

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.

NEMESIO H. DAVALOS, 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

1 unit Portable A4 Paper Shredder Machine 1

Paper Shredding Capacity: 5 sheets

Capacity 10L

paper Shredding time: 5 mins



<b>Created by</b>	Annabelle Quinto Madrigal
<b>Date Created</b>	17/04/2024

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**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**Supply and Delivery of Semi-expendable Office Equipment for the SAS Office at Minsu Calapan City Campus**  
**Masibit, Calapan City, Oriental Mindoro**  
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS		TOTAL COST	UNIT COST
									INFLATION, CURRENCY	VALUE		
									%	VALUE	(10%[(5)+(10)])	(11) / (3)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	Portable A4 Paper Shredder Machine Paper Shredding Capacity: 5 sheets Capacity 10L Paper Shredding time: 5 mins	1	unit	3,000.00	3,000.00					(5)x(9)		
2	Industrial Stand fan (16") 3 blades 3 Speed Dial Control 16" precision angled stainless blades Adjustable height	1	unit	2,500.00	2,500.00							
3	All in One Colored WiFi Printer Multi-function with WiFi Print documents up to A3 prints Ultra-low cost 250-sheet front paper tray 35-sheet ADF (Automatic Document Feeder) Legal Size flatbed scanning and copying precision Core printhead technology Superb savings and page yield Space savings design, spill free refilling	1	unit	34,988.00	34,988.00							
4	42 inch HD Smart TV Weight 7.8kg Dimensional 24.8xW 95.6x h 64.6 (cm) 42 in easy Smart TV APP Store /Web Browser Wide colour Resolution: 1920x1080	1	unit	19,512.00	19,512.00							









## PURCHASE REQUEST

Fund Cluster: *57*

Office/Section : Student Affairs and Services		PR No.: 2024 - 095 Responsibility Center Code :		Date: March 07, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	unit	Portable A4 Paper Shredder Machine	1	3,000.00	3,000.00
		Paper Shredding Capacity : 5 sheets			
		Capacity 10 L			
		Paper Shredding time :5mins			
2	Unit	Industrial Stand Fan (16") 3 blades	1	2,500.00	2,500.00
		3 Speed Dial Control			
		16' precision angled stainless blades			
		Adjustable Height			
3	Unit	All in One Colored WIFI Printer	1	34,988.00	34,988.00
		Multi-function with WIFI			-
		Print documents up to A3 prints			-
		Ultra-low cost			-
		250-sheet front paper tray			-
		35-sheet ADF (Automatic Document Feeder)			-
		Legal-size flatbed scanning and copying			-
		Precision Core printhead technology			-
		Superb savings and page yield			-
		Space savings design, spill free refilling			-
		Network connectivity and standalone capability			-
SUB TOTAL 1					40,488.00
Purpose: Semi-expandable office equipment for SAS office MinSU Calapan City Campus.					
STF - 1071 164 - 200 04-472 5620321002					
Requested by: Signature : Printed Name : Designation :		Recommending Approval: Signature : Printed Name : Designation :		Certified: Allotment Available Signature : Printed Name : Designation :	
<i>[Signature]</i> ADELIO D. CUETO SAS Coordinator		<i>[Signature]</i> ELVI C. ESCAREZ, Ph.D. Campus Executive Director		<i>[Signature]</i> ROVELYN P. ROXAS Budget Officer III	
				Approved by: <i>[Signature]</i> CHRISTIAN ANTHONY C. AGUTAYA, Ph.D. OIC - Office of the University President	

ALLOTMENT AVAILABLE  
CHARGEABLE AGAINST

*Current A/T - cam*  
*04/20/22*

MACHERMIE R. LANDICHO  
Acting Budget Officer  
MinSCAT - Calapan





## PURCHASE REQUEST

Fund Cluster: *MP*

Office/Section : Student Affairs and Services		PR No.: 2024 - 045 Responsibility Center Code :		Date: March 07, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
4	Unit	42 inch HD Smart TV	1	19,512.00	19,512.00
		Weight 7.8 kg			-
		Dimensional 24.8 x W 95.6x H 64.6 (cm)			-
		42 in easy Smart TV			-
		APP Store / Web Browser			-
		Wide Colour			-
		Resoulution : 1,920 x 1,080			-
		S2 Revelation Processor			-
		Direct LED backlight System			-
		HDMI x 3 USB x 1			-
		Output Power : 15 w			-
		You Tube / Netflix			-
		<b>SUB TOTAL 2</b>			19,512.00
					-
					-
					-
					-
		<b>SUB TOTAL 1</b>			40,488.00
		<b>SUB TOTAL 2</b>			19,512.00
		<b>GRAND TOTAL</b>			<b>60,000.00</b>

Purpose:

Semi-expandable office equipment for SAS office MinSU Calapan City Campus.

STF - 1071  
164-200  
04-472  
5020321002

Requested by:		Recommending Approval:		Certified:		Approved by:	
Signature :				Allotment Available			
Printed Name : <b>ADELIO D. QUETO</b>		ELVI C. ESCAREZ, Ph.D.		<b>ROVELYN P. ROXAS</b>		<b>CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.</b>	
Designation : <b>SAS Coordinator</b>		<b>Campus Executive Director</b>		<b>Budget Officer III</b>		<b>OIC - Office of the University President</b>	

ALLOTMENT AVAILABLE  
CHARGEABLE AGAINST  
*Quanto DevIT - cam*  
*VR2024/102*  
**MACHERMIE R. LANDICHO**  
Acting Budget Officer  
MinSCAT - Calapan



Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Aklan, Victoria, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

END USER: STS, Student Government  
Organized by: Student Union (SU)  
Project: Procurement and Delivery

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
ITEM - OFFICE EQUIPMENT							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Sharp, Digi Super Shredder Machine	unit	1	3,000.00	3,000.00	Public Bidding			✓	✓	✓				✓	✓		
	Sharp Fax	unit	2	2,500.00	5,000.00	Public Bidding			✓	✓	✓				✓	✓		
	Legal Size Photocopy / xerox / scanner	unit	1	35,000.00	35,000.00	Public Bidding			✓	✓	✓				✓	✓		
	42 inches Smart TV	unit	1	19,000.00	19,000.00	Public Bidding			✓	✓	✓				✓	✓		
TOTAL					62,000.00													

62,000.00

4/19/2020

Recommending Approval

MARILYN M. MENDOZA  
Vice President for Academic Affairs