

### SUPPLY AND DELIVERY OF OFFICE SUPPLIES, ICT EQUIPMENT, SEMI-OFFICE EQUIPMENT, OTHER SUPPLIES, AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE ROTC OFFICE OF MINSU MAIN CAMPUS

Name of Project

### BAC Resolution Recommending Approval Resolution No. <u>169</u>, s. 2024

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 Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus" with an Approved Budget for the Contract (ABC) amounting to Seven Hundred Seventy-Seven Thousand Three Hundred Eighty Pesos (Php777,380.00) composed of 8 lots namely;

Particulars	Approved Budget for the Contract (ABC)
Lot 1 – Office Supplies	Php83,680.00
Lot 2 – Communication	Php50,000.00
Lot 3 – ICT Equipment	Php97,000.00
Lot 4 – Semi-Office Equipment	Php18,000.00
Lot 5 – Other Supplies Expenses	Php413,700.00
Lot 6 – Janitorial Supply	Php5,000.00
Lot 7 – Wooden Cabinet	Php40,000.00
Lot 8 – Semi-Expendable Furniture and Fixtures	Php70,000.00

WHEREAS, in response to the said advertisement, seven (7) suppliers were found in the document request list however, five (5) suppliers in the name of SARY STATIONERY TRADING, PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING, ESEC OFFICE SUPPLIES & EQUIPMENT TRADING, IRAYA LIFE ENTERPRISES and HIRAMS' SUPPLY WHOLESALING submitted price quotation before the deadline;

WHEREAS, SARY STATIONERY TRADING, ESEC OFFICE SUPPLIES & EQUIPMENT TRADING, IRAYA LIFE ENTERPRISES submitted price quotation for Lots 1, 2, 3, 4, 5, 6, 7, and 8, PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING for Lots 1, 2, 3, 4, 6, 7 and 8, and HIRAMS' SUPPLY WHOLESALING for Lots 1, 3, 4, 5, 6, 7, and 8;

WHEREAS, the detailed evaluation of price quotation resulted in the following:

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1		Sary Stationery Trading	Php50,265.00
		Iraya Life Enterprises	Php52,580.00
	Php83,680.00	ESEC Office Supplies & Equipment Trading	Php52,825.00
		Papercat Office Supplies and Equipment Trading	Php65,837.00
		HIRAMS' Supply Wholesaling	Php77,022.00
2		ESEC Office Supplies & Equipment Trading	Php32,000.00
	Php50,000.00	Papercat Office Supplies and Equipment Trading	Php40,275.00
		Iraya Life Enterprises	Php52,200.00
		Sary Stationery Trading	Php60,000.00
3		ESEC Office Supplies & Equipment Trading	Php55,000.00
		HIRAMS' Supply Wholesaling	Php64,508.00
	Php97,000.00	Sary Stationery Trading	Php75,000.00
		Papercat Office Supplies and Equipment Trading	Php80,454.00
		Iraya Life Enterprises	Php81,000.00
4	Php18,000.00	HIRAMS' Supply Wholesaling	Php17,039.00
		ESEC Office Supplies & Equipment Trading	Php23,500.00
		Papercat Office Supplies and Equipment Trading	Php29,408.00
		Iraya Life Enterprises	Php35,715.00
		Sary Stationery Trading	Php36,000.00
5	Php413,700.00	Iraya Life Enterprises	Php313,580.00
		Sary Stationery Trading	Php314,500.00
		ESEC Office Supplies & Equipment Trading	Php416,550.00
		HIRAMS' Supply Wholesaling	Php589,704.00





6		ESEC Office Supplies & Equipment Trading	Php3,000.00
	Php5,000.00	Papercat Office Supplies and Equipment Trading	Php3,692.00
	1 1100,000.00	HIRAMS' Supply Wholesaling	Php3,892.00
		Sary Stationery Trading	Php4,000.00
		Iraya Life Enterprises	Php6,650.00
7	Php40,000.00	HIRAMS' Supply Wholesaling	Php33,574.00
	, inprojection	ESEC Office Supplies & Equipment Trading	Php41,310.00
		Papercat Office Supplies and Equipment Trading	Php52,678.00
100		Iraya Life Enterprises	Php89,014.00
		Sary Stationery Trading	Php123,375.00
8		Papercat Office Supplies and Equipment Trading	Php64,478.00
		HIRAMS' Supply Wholesaling	Php69,504.00
	Php70,000.00	Sary Stationery Trading	Php81,600.00
		ESEC Office Supplies & Equipment Trading	Php94,500.00
		Iraya Life Enterprises	Php124,040.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and were found to be complying and responsive; thus, the project shall be awarded to the supplier in the name of SARY STATIONERY TRADING for Lot 1, ESEC OFFICE SUPPLIES & EQUIPMENT TRADING for Lot 2, 3 and 6, HIRAMS' SUPPLY WOLESALING for Lot 4 and 7, IRAYA LIFE ENTERPRISES for lot 5 and PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING for lot 8 with Lowest Calculated Responsive Bid (LCRB);

NOW, THEREFORE, the Bids and Awards Committee (BAC) HEREBY RESOLVED AS IT IS HEREBY RESOLVED, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement the awarding of contract for the "Supply and Delivery of Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus" to Sary Stationery Trading amounting to Fifty Thousand Two Hundred Sixty-Five Pesos (Php50,265.00) for Lot 1 with official address at Sto. Niño, Calapan City, Oriental Mindoro, ESEC Office Supplies & Equipment Trading amounting to Thirty-Two Thousand Pesos (Php32,000.00) for Lot 2, Fifty-Five Thousand Pesos (Php55,000.00) for Lot 3 and Three Thousand Pesos (Php3,000.00) for Lot 6 with official address at Sto. Niño, Calapan City, Oriental Mindoro, HIRAMS' Supply Wholesaling amounting to Seventeen Thousand Thirty-Nine Pesos (Php17,039.00) for Lot 4 and Thirty-Three Thousand Five Hundred Seventy-Four Pesos (Php33,574.00) for Lot 7 with official address at Citywalk, Sto. Niño, Calapan City, Oriental Mindoro, Iraya Life Enterprises amounting to Three Hundred Thirteen Thousand Five Hundred Eighty Pesos (Php313,580.00) for Lot 5 with official address at Sto. Niño, Calapan City, Oriental Mindoro and Papercat Office Supplies and Equipment Trading amounting to Sixty-Four Thousand Four Hundred Seventy-Eight Pesos (Php64,478.00) for Lot 8 with official address at Guiho St., Sto., Niño, Calapan, Oriental Mindoro as the supplier/bidder with Lowest Calculated Responsive Bid (LCRB).

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Offiental Mindoro, this 30th day of August, 2024.

NEMESIO H. DAVALOS, Ph.D. BAC Chairperson

ANSELMO R. ULEP, JR. BAC Vice Chairperson

CIEDELLE P. SALAZAR Ph.D

BAC Member

ELVI C. ESCAREZ, Ph.D. BAC Member

( Melan)

MELGAR G. FADRIQUELAN BAC Member

Approved/Disapproved

ENYA MARIE D. APOSTOL, Ph.D.

SUC President III

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



Central Portal for Philippine Government Procurement Oppurtunities

### **Bid Notice Abstract**

### Request for Quotation (RFQ)

Reference Number

11091214

**Procuring Entity** 

MINDORO STATE UNIVERSITY

Title

Supply and Delivery of Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main

Campus

Area of Delivery

Oriental Mindoro

Solicitation Number:	RFQ 2024-151	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 777,380.00	Document Request List	7
<b>Delivery Period:</b>	30 Day/s		
Client Agency:		Date Published	29/07/2024
Contact Person:	MARK LESTER A MAGPANTAY		
Contact Person.	Head, BAC Secretariat Alcate Victoria Oriental Mindoro	Last Updated / Time	29/07/2024 00:00 AM
	Philippines 5205 63-9-154612960	Closing Date / Time	05/08/2024 17:00 PM
	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

Lot 1 - Office Supplies

- 1 ream Bond Paper, Subs 20, 70 gsm (13 X 8.5) 50
- 2 ream Bond Paper, Subs 20, 70 gsm (11 X 8.5) 50
- 3 ream Bond Paper, Subs 20, 70 gsm 20 (A4) 50
- 4 pcs Professional Inkjet Waterproof Glossy Photo Paper 50
- 5 pcs White Folder (Long) 100
- 6 box Staple Wire#35 4
- 7 bottle Glue 130 ml 5
- 8 pcs Certificate Holder A4 50

9 box Ballpen, Black (RT Ballpen) 2 10 set Sticky Tab 2 11 pcs Scotch Tape 2" 6 12 box Permanent Marker 1 13 box White Board Marker 1 14 pcs Stapler #35 3 15 bottle 1L 003 Ink Refill Black 1 16 bottle 1L 003 Ink Refill Magenta 1 17 bottle 1L 003 Ink Refill Cyan 1 18 bottle 1L 003 Ink Refill Yellow 1 Lot 2 -Communication 1 unit Bluetooth Speaker with Wireless Mic 1 1500-2000w, Bluetooth, USB/SD Playback High-Quality Lead Acid 12Ah Battery Line In/Line Out 2 Guitar Input Energy-Efficient Compressor 2 pcs Two Way Radio Walkie Takie 10 Dual Band FM Transceiver Power: 8W Voltage: 7.4V Frequency: 136-174MHz 400-520MHz Lot 3 - ICT Equipment 1 set Desktop Computer Set 1 Processor: 3.0 GHz with GPU RAM: 16 GB ROM: 1TB SSD OS: 64-bit With built in Wi-Fi technology 24" Monitor 2 unit Continues Ink Printer 1 Connectivity Technology: USB Printing Technology: Ink Tank Special Feature: Duplex Print Maximum Print Speed (Colour): 15 ppm Max Print speed Monochrome: 33 ppm Lot 4 - Semi-Office Equipment 1 pcs Water Dispenser 2 Bottom load Hot and cold 2 pcs 30 Meters Extention Wheel Cable Reel 240V 1 Lot 5 - Other Supplies Expenses 1 pcs Aloy Riffle M14 Model 200 2 pcs Saber Sword 1 3 pcs ROTC Sword 5 4 pcs Water Container 20 Liters 4 5 pcs Digital Wall Clock 1 Lot 6 - Janitorial Supply pcs Tornado Map 2 Lot 7 - Wooden Cabinet 1 pcs Marine Plywood #3/4 10 2 pcs Marine Plywood #1/4 4 3 pcs S4S 1/2x1x12 Good Lumber 45 4 pcs Handle 20 5 pcs Drawer Lock 10 6 pair Concealed hinge's #1 32 7 galon Solignum Colorless 2 8 kg Finishing nail #12 9 kg Finishing nail #2 2 10 L Stikwel 2 11 galon Flat White Enamel 4 12 galon Gloss White QDE 2 13 galon Paint Thinner 2 14 pcs Buffing Disc #4 forward 5 15 pcs Sanding Paper #120 14 16 pcs Paint Brush #2 4 17 pcs Baby roller brush (cotton) 4 18 pcs Puntray 3 Lot 8 - Semi-Expendable Furniture and Fixture 1 pcs Office Table 6 100 cm (L) 52cm(W) 75cm(H) 1 side drawers wood leg color - brown or black 2 pcs Mono Block Chair 20 Plastic color black | standard size 3 pcs Plastic Dish Drainer Cabinet 1 Fully Assembled | Plastic | 61x33x156cm 4 pcs Wall Mirror 6x2 ft 1 6x2 ft 0.9 inch depth

8/13/24 10:29 AM

with aluminum frame 5 pcs Steel Cabinet 2 05mm thickness steel | White | Fully Assembled 41cm L x 28cm W x 69cm H 11.50 kg

**Created by** 

Annabelle Quinto Madrigal

**Date Created** 

26/07/2024

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### REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus

PR No.: PR24-0282

RFQ No.

2024-151

ABC Amount: Php777,380.00

Company Name : HIRAMS Cupply Whole rolling
Address : Citywalk & Vino Calamo City

Please quote your lowest price on the items / listed below, subject to the General Condition on the delivery and submit your quotation duly signed by your representative not later than

n on the Vast bage, stating the shortest time of 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
		Lot 1 - Office Supplies			
1	ream	Bond Paper, Subs 20, 70 gsm (13 X 8.5)	50	252.00	12,400.00
2	ream	Bond Paper, Subs 20, 70 gsm (11 X 8.5)	50	213.00	10 650.00
3	ream	Bond Paper, Subs 20, 70 gsm 20 (A4)	50	222.00	11, 100 . 00
4	pcs	Professional Inkjet Waterproof Glossy Photo Paper	50	188.00	9,400.00
5	pcs	White Folder (Long)	100	8.00	800.00
6	box	Staple Wire#35	4	55.00	220 00
7	bottle	Glue 130 ml	5	65.00	325.00
8	pcs	Certificate Holder A4	50	50.00	2,500.00
9	box	Ballpen, Black (RT Ballpen)	2	1.080.00	2,160.00
10	set	Sticky Tab	2	43.00	86-00
11	pcs	Scotch Tape 2"	6	49.00	294.00
12	box	Permanent Marker	1	608.00	608.00
13	box	White Board Marker	1	920.00	920.00
14	pcs	Stapler #35	3	173.00	519.00
15	bottle	1L 003 Ink Refill Black	1	6,060.00	6,060.00
16	bottle	1L 003 Ink Refill Magenta	1	6,240.00	6,240.00
17	bottle	1L 003 Ink Refill Cyan	1	6,240.00	6.240.00
18	bottle	1L 003 Ink Refill Yellow	1	6,240 00	Ce, 240.00
		Lot 2 -Communication			
1	unit	Bluetooth Speaker with Wireless Mic	1	4/4	4/4
		1500-2000w, Bluetooth, USB/SD Playback			
		High-Quality Lead Acid 12Ah Battery			
		Line In/Line Out			
		2 Guitar Input			
		Energy-Efficient Compressor			
2	pcs	Two Way Radio Walkie Takie	10	ALA	Alh
		Dual Band FM Transceiver			
		Power: 8W			
		Voltage: 7.4V			701

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	ρισ	Lot 8 - Semi-Expendable Furniture and Fixture	3	G8-00	204.00	33,0
18	pcs	Puntray	3	68.00	272.00	
17	pcs	Baby roller brush (cotton)	4	81.00	324.00	1
16	pcs	Paint Brush #2	14	20.00	280.00	
15	pcs	Sanding Paper #120	5	61-00	305.00	1
14	galon	Paint Thinner Buffing Disc #4 forward	2	432.00	864.00	1
13	galon	Gloss White QDE	2	851-00	1,702.00	
11	galon	Flat White Enamel	4	183.00	3 132-00	
10	L	Stikwel	2	365.00	730-00	1
9	kg	Finishing nail #2	2	108-00	216.00	1
8	kg	Finishing nail #1	2	108.00	216.00	
	galon	Solignum Colorless	2	716.00	1,432.00	4
7	pair	Concealed hinge's #1	32	81-00	2,592.00	1
5	pcs	Drawer Lock	10	135.00	1,350.00	1
4	pcs	Handle	20	54.00	1,080.00	4
3	pcs	S4S 1/2x1x12 Good Lumber	45	122.00	5,490.00	1
2	pcs	Marine Plywood #1/4	4	500.00	1,000.00	
	pcs	Marine Plywood #3/4	10	1,175.00	11,750.00	
1		Lot 7 - Wooden Cabinet				
	pcs	Tornado Map	2	1,946.00	3,892.00	4
-	200	Lot 6 - Janitorial Supply		1		
3	pcs	Digital Wall Clock	1	1,347-00	1,347.00	389
5	pcs	Water Container 20 Liters	4	243.00	972.00	4
4	pcs	ROTC Sword	5	1,013.00	5 005.00	
3	pcs	Saber Sword	1 1	4,329.00	4,320.00	1
2	pcs	Aloy Riffle M14 Model	200	1,890.00	378,000.∞	1
1		Lot 5 - Other Supplies Expenses				
2	pcs		1	3,839.00	3,839.00	17,0
2	nce	30 Meters Extention Wheel Cable Reel 240V	-			-
		Hot and cold				
77.	PCS	Bottom load	2	6,600.00	13,200.00	-
1	pcs	Water Dispenser	1 2	(100	10.000.00	-
		Lot 4 - Semi-Office Equipment				_
		Max Print speed Monochrome: 33 ppm				-
Jan L.		Maximum Print Speed (Colour): 15 ppm				
		Special Feature: Duplex Print				
		Printing Technology: Ink Tank				_
_	The Control	Connectivity Technology: USB	1	13,520.00	23, 520.00	64,
2	unit	Continues Ink Printer	1	10 Fee co	10 512 52	-
	- Con	24" Monitor				-
		With built in Wi-Fi technology				
		OS: 64-bit				
		ROM: 1TB SSD				
		RAM: 16 GB				-
-	Jec	Processor: 3.0 GHz with GPU	1	40,988.00	40,988.00	
1	set	Desktop Computer Set	1	40.000	114 000 41	
		Lot 3 - ICT Equipment				



Contact Number

Date



1	pcs	Office Table	6	6, 120.00	40 320.00	
-		100 cm (L) 52cm(W) 75cm(H)				
		1 side drawers				
		wood leg				
		color - brown or black				
2	pcs	Mono Block Chair	20	314.00	6,280.00	7
in the same		Plastic color black   standard size				
3	pcs	Plastic Dish Drainer Cabinet	1	2,744.00	2.744.00	7
		Fully Assembled   Plastic   61x33x156cm			1,	
4	pcs	Wall Mirror 6x2 ft	1	3,920.00	3,920.00	1
		6x2 ft 0.9 inch depth			1	
		with aluminum frame				
5	pcs	Steel Cabinet	2	8,120.00	16,240.00	601
		05mm thickness			,	WU,
		steel   White   Fully Assembled				
		41cm L x 28cm W x 69cm H				
		11.50 kg				
XVX	XVXVXVXVXV	YVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX	XVXVXVXVXVX	xvx_		
x Hundr	d Fifty- Five	e thousand five Hundred Forty-Eight Perus Only.	TOTAL	tes	655, 548-0	0 /
After ha	aving carefully re	ead and accepted your General Condition, 1/ We quote you on the item at pr	ices noted above	MONTH THE THE	200 Te 17 F F F	
			Supplier's Sig			
			40B -1	94 - 796 -	nno	
				of Establishm		
				196 7100		

### 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.
- 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. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. 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:

- 1. 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.
- 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.



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, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus

PR No.: PR24-0282

RFQ No.

2024-151

ABC Amount: Php777,380.00

Company Name

BULLISAN CALAPAN CITY

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 ry and submit your quotation duly signed by your representative not later than \_in the address stated in the last page. delivery and submit your quotation duly signed by your representative not later than \_

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
		Lot 1 - Office Supplies			1
1	ream	Bond Paper, Subs 20, 70 gsm (13 X 8.5)	50	297-	14840-
2	ream	Bond Paper, Subs 20, 70 gsm (11 X 8.5)	50	252	12,600-
3	ream	Bond Paper, Subs 20, 70 gsm 20 (A4)	50	259-	12,950-
		Professional Inkjet Waterproof Glossy Photo	50		2.0
4	pcs	Paper	30	73 -	3,60-
5	pcs	White Folder (Long)	100	10 -	1,000 -
6	box	Staple Wire#35	4	49.	196-
7	bottle	Glue 130 ml	5	76 -	380 -
8	pcs	Certificate Holder A4	50	53-	2,650-
9	box	Ballpen, Black (RT Ballpen)	2	186-	312-
10	set	Sticky Tab	2	23-	46 - 198 -
11	pcs	Scotch Tape 2"	6	3.3 -	198 -
12	box	Permanent Marker	1	519-	519-
13	box	White Board Marker	1	930-	950 -
14	pcs	Stapler #35	3	133_	399 -
15	bottle	1L 003 Ink Refill Black	1	455-	415-
16	bottle	1L 003 Ink Refill Magenta	1	12-	45-
17	bottle	1L 003 Ink Refill Cyan	1	W	425-
18	bottle	1L 003 Ink Refill Yellow	1	755	- 224
		Lot 2 -Communication			
1	unit	Bluetooth Speaker with Wireless Mic	1	25,200	25,200-
		1500-2000w, Bluetooth, USB/SD Playback			
		High-Quality Lead Acid 12Ah Battery			
		Line In/Line Out			
		2 Guitar Input			
		Energy-Efficient Compressor			
2	pcs	Two Way Radio Walkie Takie	10	2700	27,000-
		Dual Band FM Transceiver			
		Power: 8W			
		Voltage: 7.4V			

MSU-BAC-FR-05.01

•Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City

·Main Campus, Alcate, Victoria





		Frequency: 136-174MHz 400-520MHz				
		Lot 3 - ICT Equipment				
1	set	Desktop Computer Set	1	28,000	J2,000-	/
		Processor: 3.0 GHz with GPU				
		RAM: 16 GB				
		ROM: 1TB SSD				
		OS: 64-bit				
		With built in Wi-Fi technology				
		24" Monitor				
2	unit	Continues Ink Printer	1	23,/60-	23,100-	181
		Connectivity Technology: USB				
		Printing Technology: Ink Tank				
		Special Feature: Duplex Print				
		Maximum Print Speed (Colour): 15 ppm				
		Max Print speed Monochrome: 33 ppm				
		Lot 4 - Semi-Office Equipment				
1	pcs	Water Dispenser	2	14,800	29,600-	1
		Bottom load		"		
		Hot and cold				
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	6115	6,115-	35
		Lot 5 - Other Supplies Expenses				
1	pcs	Aloy Riffle M14 Model	200	1472-	294,460-	
2	pcs	Saber Sword	1	5320-	5320 7580-	4
3	pcs	ROTC Sword	5	1500-	7580-	1
4	pcs	Water Container 20 Liters	4	300-	1,200	
5	pcs	Digital Wall Clock	1	5/60-	5160-	313
		Lot 6 - Janitorial Supply			110	
	pcs	Tornado Map	2	3325-	lebso-	
		Lot 7 - Wooden Cabinet			270110	
1	pcs	Marine Plywood #3/4	10	3.724	37,240.	
2	pcs	Marine Plywood #1/4	4	1197	4788	
3	pcs	S4S 1/2x1x12 Good Lumber	45	320 246_	14,400 - 4920 -	
4	pcs	Handle	20	246_	4920-	
5	pcs	Drawer Lock	10	240-	2400-	1
6	pair	Concealed hinge's #1	32	220-	7040-	
7	galon	Solignum Colorless	2	3200-	6,400-	1
8	kg	Finishing nail #1	2	130-	260 -	
9	kg	Finishing nail #2	2	130-	260-	
10	L	Stikwel	2	319-	638-	1
11	galon	Flat White Enamel	4	1:100-	4,400	1
12	galon	Gloss White QDE	2	1,200-	2,400	1
13	galon	Paint Thinner	2	70 -	150	1
14	pcs	Buffing Disc #4 forward	5	70-	30-	
15	pcs	Sanding Paper #120	14	25-	302	1
16	pcs	Paint Brush #2	4	120-	180-	
17	pcs	Baby roller brush (cotton)	4	180-	720 -	100
18	pcs	Puntray	3	Der	Wex-	89,



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1	pcs	Office Table	6	8,800	52,800	
		100 cm (L) 52cm(W) 75cm(H)				
		1 side drawers				
		wood leg				
		color - brown or black			06 600	
2	pcs	Mono Block Chair	20	1,330-	26,600-	1
		Plastic color black   standard size				
3	pcs	Plastic Dish Drainer Cabinet	1	4650	1650	1
		Fully Assembled   Plastic   61x33x156cm			0.10	
4	pcs	Wall Mirror 6x2 ft	1	8490-	8490-	
		6x2 ft 0.9 inch depth				
		with aluminum frame				
5	pcs	Steel Cabinet	2	15750	31,500-	7
		05mm thickness				120
		steel   White   Fully Assembled				
		41cm L x 28cm W x 69cm H				
		11.50 kg				
χv	XVXVXVXVX	/XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXV		xvx	9 704 879 n	4
			TOTAL	00/	7 72110110	1

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

08.05.2024

### **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.
- 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. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. 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:

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

### Instructions

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- 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.
- 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.



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### REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus

PR No.: PR24-0282

RFQ No. 2024-151

ABC Amount: Php777,380.00

Company Name

: Sary Stationery Trading Niño, Calapan Oty Dr. Mindoro

delivery and submit your quotation duly signed by your representative not later than

NEMESIO H. DAVALOS, Ph.D.

**BAC Chairperson** 

1. All entries must be typewritten.

Delivery Period within <u>M</u> 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
		Lot 1 - Office Supplies			
1	ream	Bond Paper, Subs 20, 70 gsm (13 X 8.5)	50	276.00	13,800 - 00
2	ream	Bond Paper, Subs 20, 70 gsm (11 X 8.5)	50	240.00	12,000-00
3	ream	Bond Paper, Subs 20, 70 gsm 20 (A4)	50	260.00	13.000.00
4	pcs	Professional Inkjet Waterproof Glossy Photo Paper	50	20.00	1000.00
5	pcs	White Folder (Long)	100	7.00	700.00
6	box	Staple Wire#35	4	65.00	260.00
7	bottle	Glue 130 ml	5	70.00	37.5.00
8	pcs	Certificate Holder A4	50	75.00	3750.00
9	box	Ballpen, Black (RT Ballpen)	2	350.00	700.00
10	set	Sticky Tab	2	00.00	100.00
11	pcs	Scotch Tape 2"	6	75.00	00.00
12	box	Permanent Marker	1	440.00	480-00
13	box	White Board Marker	1	800.0D	800.00
14	pcs	Stapler #35	3	100.00	450.00
15	bottle	1L 003 Ink Refill Black	1	COD. OD	600.00
16	bottle	1L 003 Ink Refill Magenta	1	(000.00	600-00
17	bottle	1L 003 Ink Refill Cyan	1	Lava	690.00
18	bottle	1L 003 Ink Refill Yellow	1	600-00	CC0-00
		Lot 2 -Communication			
1	unit	Bluetooth Speaker with Wireless Mic	1	20,000.0	0 20,000.0
		1500-2000w, Bluetooth, USB/SD Playback			
		High-Quality Lead Acid 12Ah Battery			
		Line In/Line Out			
		2 Guitar Input			
		Energy-Efficient Compressor		11.	//
2	pcs	Two Way Radio Walkie Takie	10	4600.00	40',000 · at
		Dual Band FM Transceiver		1	
		Power: 8W			
		Voltage: 7.4V			





		Frequency: 136-174MHz 400-520MHz			
		Lot 3 - ICT Equipment			-lr
1	set	Desktop Computer Set	1	45,000.00	45,000.00
		Processor: 3.0 GHz with GPU		,	·
		RAM: 16 GB			
		ROM: 1TB SSD			
		OS: 64-bit			
		With built in Wi-Fi technology			
		24" Monitor			
2	unit	Continues Ink Printer	1	30,000-00	36,000.0
		Connectivity Technology: USB			
		Printing Technology: Ink Tank			
		Special Feature: Duplex Print			
		Maximum Print Speed (Colour): 15 ppm			
		Max Print speed Monochrome: 33 ppm			
		Lot 4 - Semi-Office Equipment			
1	pcs	Water Dispenser	2	5,700.11	30,000 · Q
	-	Bottom load			70
		Hot and cold			
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	6,000.00	6,000.00
		Lot 5 - Other Supplies Expenses		100	
1	pcs	Aloy Riffle M14 Model	200	1500.00	300,000.00
2	pcs	Saber Sword	1	[(00.00)	1500,00
3	pcs	ROTC Sword	5	10000	7500.00
4	pcs	Water Container 20 Liters	4	1000.00	4000-00
5	pcs	Digital Wall Clock	1	1.00.00	100.00
	•	Lot 6 - Janitorial Supply		100	1,3
	pcs	Tornado Map	2	2000·W	4000.00
	•	Lot 7 - Wooden Cabinet		2000 00	7000.00
1	pcs	Marine Plywood #3/4	10	2000.00	201000. ac
2	pcs	Marine Plywood #1/4	4	1.00.00	6 600-00
3	pcs	S4S 1/2x1x12 Good Lumber	45	1600.00	45. Dus . Ces
4	pcs	Handle	20	20.00	76 070.04
5	pcs	Drawer Lock	10	350.00	3 (20-0
6	pair	Concealed hinge's #1	32	280.00	6,000.0
7	galon	Solignum Colorless	2	200.0	4,000.00
 8	kg	Finishing nail #1	2	(0.00	300-11
9	kg	Finishing nail #2	2	Πr.00	316.00
.0	L	Stikwel	2	20.00	500.00
1	galon	Flat White Enamel	4	5-0	// (An. M
2	galon	Gloss White QDE	2	1000.00	2700.0
.3	galon	Paint Thinner	2	100.16	THID OF
.4	pcs	Buffing Disc #4 forward	5	35.18	175 18
.5	pcs	Sanding Paper #120	14	4.00	7000
.6	pcs	Paint Brush #2	4	1	300·00
.7	pcs	Baby roller brush (cotton)	4	71.00	240.~
.8		Puntray	3	60.00	20.00
,U	pcs	Lot 8 - Semi-Expendable Furniture and Fixture		000.00	3000-0



Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph Mobile: +63 977 846 72 28



1	pcs	Office Table	6	6000:00	36,000.00
		100 cm (L) 52cm(W) 75cm(H)		15.0	
		1 side drawers			
		wood leg			
		color - brown or black			
2	pcs	Mono Block Chair	20	00 · 00	[0,000.00
		Plastic color black   standard size			
3	pcs	Plastic Dish Drainer Cabinet	1	5000.00	5,000.00
		Fully Assembled   Plastic   61x33x156cm			
4	pcs	Wall Mirror 6x2 ft	1	3,000.00	3,000.00
		6x2 ft 0.9 inch depth			
		with aluminum frame			
5	pcs	Steel Cabinet	2	13,800.00	27,600.00
		05mm thickness			
		steel   White   Fully Assembled			
		41cm L x 28cm W x 69cm H			
		11.50 kg		,	
XV	XVXVXVXVX	VXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX		xvx	-11-11
9.64 L			TOTAL	nu to	746,140.00
Artern	laving carefully re	ead and accepted your General Condition, I / We quote you on the item at p		STATE OF	Cheta
			Supplier's Sig	nature over P	rinted Name
			273	909 915	
				of Establishm	
				tact Number	
			816	-124	

### 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 RFP.
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  - b. PhilGEPS Registration
  - c. Valid Mayor's/Business Permit
  - d. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. 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:

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

### Instructions



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  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.
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- 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.



Mobile: +63 977 846 72 28



### REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus

PR No.: PR24-0282

RFQ No.

2024-151 ABC Amount: Php777,380.00

Company Name: ESEC OFFICE Supplies & Equipment Trading Address: Sto. Wino, Colapan City

delivery and submit your quotation duly signed by your representative not later than

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
		Lot 1 - Office Supplies			
1	ream	Bond Paper, Subs 20, 70 gsm (13 X 8.5)	50	250	12,500.00
2	ream	Bond Paper, Subs 20, 70 gsm (11 X 8.5)	50	240	12,000.00
3	ream	Bond Paper, Subs 20, 70 gsm 20 (A4)	50	235	11,750.00
4	pcs	Professional Inkjet Waterproof Glossy Photo Paper	50	50	2,500.00
5	pcs	White Folder (Long)	100	8	800.00
6	box	Staple Wire#35	4	ψ5	260.00
7	bottle	Glue 130 ml	5	65	329.00
8	pcs	Certificate Holder A4	50	55	2,750.00
9	box	Ballpen, Black (RT Ballpen)	2	900	1,800.00
10	set	Sticky Tab	2	65	130.00
11	pcs	Scotch Tape 2"	6	35	210.00
12	box	Permanent Marker	1	525	529.00
13	box	White Board Marker	1	900	900.00
14	pcs	Stapler #35	3	125	375.00
15	bottle	1L 003 Ink Refill Black	1	1,500	1,500.00
16	bottle	1L 003 Ink Refill Magenta	1	1,500	1,500.00
17	bottle	1L 003 Ink Refill Cyan	1	1,500	1,500.00
18	bottle	1L 003 Ink Refill Yellow	1	1,500	1,50.00
		Lot 2 -Communication			
1	unit	Bluetooth Speaker with Wireless Mic	1	32,000	22,000.00
		1500-2000w, Bluetooth, USB/SD Playback			
		High-Quality Lead Acid 12Ah Battery			
		Line In/Line Out			
		2 Guitar Input			
		Energy-Efficient Compressor			
2	pcs	Two Way Radio Walkie Takie	10	1,000	10,000.00
		Dual Band FM Transceiver			
1		Power: 8W			
		Voltage: 7.4V			

32,000

52,825





		Frequency: 136-174MHz 400-520MHz			
		Lot 3 - ICT Equipment			
1	set	Desktop Computer Set	1	39,000	35,000.00
_		Processor: 3.0 GHz with GPU			
		RAM: 16 GB			
		ROM: 1TB SSD			
		OS: 64-bit			
		With built in Wi-Fi technology			
		24" Monitor			
2	unit	Continues Ink Printer	1	20,000	20,000.00
	- unit	Connectivity Technology: USB		Vector	
		Printing Technology: Ink Tank			
		Special Feature: Duplex Print			
		Maximum Print Speed (Colour): 15 ppm			
		Max Print speed Monochrome: 33 ppm			
		Lot 4 - Semi-Office Equipment			
1	pcs	Water Dispenser	2	11,000	22.000.00
-		Bottom load	_	1.,5	711,1120,100
		Hot and cold			
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	1,500	1,500.00
_	PCS	Lot 5 - Other Supplies Expenses			11750.
1	pcs	Aloy Riffle M14 Model	200	2,000	400,000.00
2	pcs	Saber Sword	1	2,500	2,5∞.∞
3	pcs	ROTC Sword	5	2,500	12,500.00
4	pcs	Water Container 20 Liters	4	200	800.00
5	pcs	Digital Wall Clock	1	750	750.∞
	PCS	Lot 6 - Janitorial Supply	+	1,10	1,50
	pcs	Tornado Map	2	1,500	3,000-00
	pes	Lot 7 - Wooden Cabinet		1117	3(00
1	pcs	Marine Plywood #3/4	10	1,500	19,000.00
2	pcs	Marine Plywood #3/4	4	950	3,900.00
3	pcs	S4S 1/2x1x12 Good Lumber	45	159	6,25919
4	pcs	Handle	20	75	1,500.00
5	pcs	Drawer Lock	10	(50	1,500.00
6	pair	Concealed hinge's #1	32	55	1,760.00
7	galon	Solignum Colorless	2	1,000	2,000.00
8	kg	Finishing nail #1	2	100	200.00
9	kg	Finishing nail #2	2	100	200,00
10	L	Stikwel	2	250	500.00
11	galon	Flat White Enamel	4	600	2,400.00
12	galon	Gloss White QDE	2	700	1,400.00
13		Paint Thinner	2	700	1,400.00
13 14	galon	Buffing Disc #4 forward	5	75	375.00
15	pcs		14		1,400.00
	pcs	Sanding Paper #120 Paint Brush #2	4	100	30.00E
16	pcs		4	15	300.00
17 18	pcs	Baby roller brush (cotton) Puntray	3	100	300.00
	1111	FUILLAY	1 3	100	:





Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph Mobile: +63 977 846 72 28



94,500

1	pcs	Office Table	6	9,500	57,000.00
		100 cm (L) 52cm(W) 75cm(H)			
		1 side drawers			
		wood leg			
		color - brown or black			
2	pcs	Mono Block Chair	20	500	00.000,00
		Plastic color black   standard size			
3	pcs	Plastic Dish Drainer Cabinet	1	2,000	2,000.00
		Fully Assembled   Plastic   61x33x156cm			
4	pcs	Wall Mirror 6x2 ft	1	1,500	1,500.00
		6x2 ft 0.9 inch depth			
		with aluminum frame			
5	pcs	Steel Cabinet	2	12,000	24,000.00
		05mm thickness			
		steel   White   Fully Assembled			
		41cm L x 28cm W x 69cm H			
		11.50 kg			
XV	XVXVXVXVX	VX			
			TOTAL		718,685.00

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

JOJE ANTONIO

16. ENCAPNACION

TIN No. of Establishment 0917 - 635 - 2505

Contact Number

05 - 65 - 102 Date

### **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 RFP.
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  - c. Valid Mayor's/Business Permit
  - d. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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Quotations shall be compared and evaluated of the basis of the following criteria:

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- 3. Price

Instructions



Mobile: +63 977 846 72 28



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  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.



Mobile: +63 977 846 72 28



### **REQUEST FOR QUOTATION**

Supply and Delivery of Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus

PR No.: PR 24 - 0282 RFQ No. 2024-151

ABC Amount: Php777,380.00

Company Name:

Papercat Office Supplies and Equipment Trading

Address:

Guiho St., Sto. Niño, Calapan City

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:

- All entries must be typewritten.
- 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.
- 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	Bond Paper, Subs 20, 70 gsm (13 X 8.5)	50	294	14700	
2	ream	Bond Paper, Subs 20, 70 gsm (11 X 8.5)	50	249	12450	
3	ream	Bond Paper, Subs 20, 70 gsm 20 (A4)	50	259	12950 /	+
4	pcs	Professional Inkjet Waterproof Glossy Photo Paper	50	233	11650 /	1
5	pcs	White Folder (Long)	100	9	900	1
6	box	Staple Wire#35	4	52	208	+
7	bottle	Glue 130 ml	5	64	320 /	1
8	pcs	Certificate Holder A4	50	58	2900	1
9	box	Ballpen, Black (RT Ballpen)	2	304	608	1
10	set	Sticky Tab	2	25	50	+
11	pcs	Scotch Tape 2"	6	52	312	1
12	box	Permanent Marker	1	530	530	/
13	box	White Board Marker	1	817	817	1
14	pcs	Stapler #35	3	162	486	1
15	bottle	1L 003 Ink Refill Black	1	1739	1739 /	
16	bottle	1L 003 Ink Refill Magenta	1	1739	1739 /	
17	bottle	1L 003 Ink Refill Cyan	1	1739	1739 /	
18	bottle	1L 003 Ink Refill Yellow	1	1739	1739	65,9
		Lot 2 -Communication				
1	unit	Bluetooth Speaker with Wireless Mic	1	20555	20555 /	
		1500-2000w, Bluetooth, USB/SD Playback				
		High-Quality Lead Acid 12Ah Battery				
		Line In/Line Out				
	Para de	2 Guitar Input				
		Energy-Efficient Compressor				
2	pcs	Two Way Radio Walkie Takie	10	1972	19720	1
		Dual Band FM Transceiver			-	40,2
		Power: 8W				

1100 B/10 111 00:01





1		Voltage: 7.4V				1
		Frequency: 136-174MHz 400-520MHz		1		
		Lot 3 - ICT Equipment			2	
1	set	Desktop Computer Set	1	50769	50769 /	1
		Processor: 3.0 GHz with GPU	_	007.55	30,35	
		RAM: 16 GB				
		ROM: 1TB SSD				
		OS: 64-bit				-
		With built in Wi-Fi technology				
		24" Monitor				
2	unit	Continues Ink Printer	1	29685	29685	1
	uc	Connectivity Technology: USB		20000	20000	80,
-		Printing Technology: Ink Tank				
		Special Feature: Duplex Print				
		Maximum Print Speed (Colour): 15 ppm				-
$\rightarrow$		Max Print speed (Colodi). 13 ppm  Max Print speed Monochrome: 33 ppm				
		Lot 4 - Semi-Office Equipment				
1	pcs	Water Dispenser	2	13077	26154	
-	pcs	Bottom load		10077	2010-	-
		Hot and cold				-
2	ncs	30 Meters Extention Wheel Cable Reel 240V	1	3254	3254	20
	pcs	Lot 5 - Other Supplies Expenses	1	3254	3234	~
1	nce	Aloy Riffle M14 Model	200	N/A	N/A	-
2	pcs	Saber Sword	200	N/A N/A	N/A	
3	pcs			N/A N/A	N/A	-
	pcs	ROTC Sword	5	N/A N/A	N/A N/A	1
4	pcs	Water Container 20 Liters	4	N/A N/A		+
5	pcs	Digital Wall Clock	1	IN/A	N/A	-
		Lot 6 - Janitorial Supply		1046	2002	120
	pcs	Tornado Map	2	1846	3692 /	13,6
		Lot 7 - Wooden Cabinet	10	1500	15000	-
1	pcs	Marine Plywood #3/4	10	1569	15690	1
2	pcs	Marine Plywood #1/4	4	600	2400	1
3	pcs	S4S 1/2x1x12 Good Lumber	45	138	6210	1
4	pcs	Handle	20	54	1080	1
5	pcs	Drawer Lock	10	231	2310	1
6	pair	Concealed hinge's #1	32	185	5920	+
7	galon	Solignum Colorless	2	3538	7076	1
8	kg	Finishing nail #1	2	146	292	1
9	kg	Finishing nail #2	2	146	292	1
10	L	Stikwel	2	462	924	1
11	galon	Flat White Enamel	4	1169	4676	1
12	galon	Gloss White QDE	2	1277	2554	1
13	galon	Paint Thinner	2	600	1200	
14	pcs	Buffing Disc #4 forward	5	123	615	1
15	pcs	Sanding Paper #120	14	38	532 /	+
16	pcs	Paint Brush #2	4	77	308 /	ł
17	pcs	Baby roller brush (cotton)	4	92	368	-
18	pcs	Puntray	3	77	231	<del>}</del> 52
		Lot 8 - Semi-Expendable Furniture and Fixture				





1	pcs	Office Table	6	5154	30924
		100 cm (L) 52cm(W) 75cm(H)			
		1 side drawers			
		wood leg			
		color - brown or black			
2	pcs	Mono Block Chair	20	369	7380
		Plastic color black   standard size			
3	pcs	Plastic Dish Drainer Cabinet	1	4885	4885
		Fully Assembled   Plastic   61x33x156cm			
4	pcs	Wall Mirror 6x2 ft	1	15385	15385
		6x2 ft 0.9 inch depth			
		with aluminum frame			
5	pcs	Steel Cabinet	2	2952	5904
		05mm thickness			
		steel   White   Fully Assembled			
		41cm L x 28cm W x 69cm H			
		11.50 kg			
	XVXVXVX		xvxvx		
			TOTAL		336822

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

Mary Frances Dominique DG. Castro Supplier's Signature over Printed Name

497-143-353-000

TIN No. of Establishment 0908 874 3789

Contact Number

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.
- 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. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. 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:

- 1. 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 IRRA against the supplier.
- 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.

Standard Form Number: SF-GOOD-01 Revised on: May 24, 2004

APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Office Supplies, ICT Equipment, Semi-Office Equipment, Other Supplies, and Semi-Expendable Furniture & Fixtures for the ROTC Office of MinSU Main Campus
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:									Contract Duration:	ration:		
									OTHER COST FACTORS	FACTORS		
				CURRENT MARKET		VAT. OTHER TAXES AND/OR	FREIGHT &	OTHER	INFLATION, CURRRENCY	URRRENCY		
ITEM NO.	DESCRIPTION	QUANTITY	TINO	PRICE	TOTAL COST	DUTIES APPLICABLE	INSURANCE	COSTS	%	VALUE	TOTAL COST	UNIT COST
									INFLATION, CURRRENCY	URRRENCY		
									%	VALUE		
										(11)	(12)	(13)
(1)	(2)	(3)	(4)	(5)	(9)	(2)	(8)	(6)	(10)	(6)X(5)	(10%[(5)+(10)]	(11) / (3)
	Lot 1 - Office Supplies											
1	Bond Paper, Subs 20, 70 gsm (13 X 8.5)	50	ream	280.00	14,000.00							
2	Bond Paper, Subs 20, 70 gsm (11 X 8.5)	50	ream	250.00	12,500.00							
3	Bond Paper, Subs 20, 70 gsm 20 (A4)	20	ream	260.00	13,000.00							
4	Professional Inkjet Waterproof Glossy Photo Paper	20	bcs	200.00	10,000.00							
2	White Folder (Long)	100	bcs	00'9	600.00							
9	Staple Wire#35	4	yoq	00.09	240.00							
7	Glue 130 ml	5	bottle	100,00	500.00							
∞	Certificate Holder A4	50	bcs	00'09	3,000.00							
6	Ballpen, Black (RT Ballpen)	2	yoq	800,00	1,600.00							
10	Sticky Tab	2	set	80.00	160.00							
11	Scotch Tape 2"	9	bcs	120.00	720.00							
12	Permanent Marker	1	pox	00'009	600.00							
13	White Board Marker	1	pox	00'096	960.00							
14	Stapler #35	3	bcs	00'009	1,800.00							
15	1L 003 Ink Refill Black	1	bottle	6,000.00	6,000.00							
16	1L 003 Ink Refill Magenta	1	bottle	00.000.9	6,000.00							
17	1L 003 Ink Refill Cyan	1	bottle	00.000.00	6,000.00							
18	1L 003 Ink Refill Yellow	1	bottle	00.000,9	6,000.00							
	Lot 2 -Communication				1							
1	Bluetooth Speaker with Wireless Mic	1	unit	30,000.00	30,000.00							
	1500-2000w, Bluetooth, USB/SD Playback				•							
	High-Quality Lead Acid 12Ah Battery				1							
	Line In/Line Out				•							
	2 Guitar Input				•							
	Energy-Efficient Compressor				1							
2	Two Way Radio Walkie Takie	10	bcs	2,000.00	20,000.00							

	Dual Band FM Transceiver					
	Power: 8W				1	
	Voltage: 7.4V				•	
	Frequency: 136-174MHz 400-520MHz					
	Lot 3 - ICT Equipment				-	
1	Desktop Computer Set	1	set	80,000.00	80,000.00	
	Processor: 3.0 GHz with GPU					
	RAM: 16 GB				1	
	ROM: 1TB SSD				•	
	OS: 64-bit				•	
	With built in Wi-Fi technology				•	
	24" Monitor				1	
2	Continues Ink Printer	1	unit	17,000.00	17,000.00	
	Connectivity Technology: USB				•	
	Printing Technology: Ink Tank				•	
	Special Feature: Duplex Print				•	
	Maximum Print Speed (Colour): 15 ppm				•	
	Max Print speed Monochrome: 33 ppm					
	Lot 4 - Semi-Office Equipment				•	
1	Water Dispenser	2	bcs	8,000.00	16,000.00	
	Bottom load				1	
	Hot and cold				1	
2	30 Meters Extention Wheel Cable Reel 240V	1	bcs	2,000.00	2,000.00	
	Lot 5 - Other Supplies Expenses				•	
1	Aloy Riffle M14 Model	200	bcs	2,000.00	400,000.00	
2	Saber Sword	1	bcs	2,000.00	2,000.00	
3	ROTC Sword	5	bcs	1,500.00	7,500.00	
4	Water Container 20 Liters	4	bcs	700.00	2,800.00	
5	Digital Wall Clock	1	bcs	1,400.00	1,400.00	
	Lot 6 - Janitorial Supply				1	
	Tornado Map	2	bcs	2,500.00	5,000.00	
	Lot 7 - Wooden Cabinet				1	
1	Marine Plywood #3/4	10	pcs	1,500.00	15,000.00	
2	Marine Plywood #1/4	4	pcs	450.00	1,800.00	
3	S4S 1/2x1x12 Good Lumber	45	bcs	120.00	5,400.00	
4	Handle	20	bcs	46.00	920.00	
2	Drawer Lock	10	bcs	130.00	1,300.00	
9	Concealed hinge's #1	32	pair	65.00	2,080.00	
7	Solignum Colorless	2	galon	1,900.00	3,800.00	
8	Finishing nail #1	2	kg	120.00	240.00	
6	Finishing nail #2	2	gy	120.00	240.00	
10	Stikwel	2	_	320.00	700.00	
11	Elat White Enamol	-	galon	980 00	3 920 00	

12	Gloss White QDE	2	galon	1,050.00	2,100.00			
13	Paint Thinner	2	galon	480.00	00.096			
14	Buffing Disc #4 forward	5	bcs	00.06	450.00			
15	Sanding Paper #120	14	bcs	25.00	350.00			
16	Paint Brush #2	4	bcs	00.09	240.00			
17	Baby roller brush (cotton)	4	bcs	80.00	320.00			
18	Puntray	3	bcs	00.09	180.00			
	Lot 8 - Semi-Expendable Furniture and Fixture							
	Office Table	9	bcs	3,500.00	21,000.00			
	100 cm (L) 52cm(W) 75cm(H)				•			
	1 side drawers				•			
	wood leg				•			
	color - brown or black				1			
	Mono Block Chair	20	bcs	400.00	8,000.00			
	Plastic color black   standard size				•			
	Plastic Dish Drainer Cabinet	1	bcs	7,000.00	7,000.00			
1	Fully Assembled   Plastic   61x33x156cm				•			
	Wall Mirror 6x2 ft	1	bcs	4,000.00	4,000.00			
	6x2 ft 0.9 inch depth				•			
	with aluminum frame				•			
2	Steel Cabinet	7	bcs	15,000.00	30,000.00			
	05mm thickness				•			
	steel   White   Fully Assembled				•			
	41cm L x 28cm W x 69cm H				•			
	11.50 kg				•			
	XV				•			
	GRAND TOTAL				777,380.00			
1 2	5	Submitted by	by		Reco	Recommending Approval	Approved	
11.	11.50 kg xvakuxuxuxuxuxuxuxuxuxuxuxuxuxuxuxuxuxuxux	Submitted	h			mmending Approval		Approved

NEMESIO H. DAVALOS, Ph.D. Chairperson, BAC

Engr. MARK LESTER A. MAGPANTAY Head, BAC Secretariat

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D. OIC- Office of the University President

RENIELITO C.\RICO



Alcate, Victoria, Oriental Mindoro



### **PURCHASE REQUEST**

Office/Section :		PR No.: PK24 - 0282	Date:		
		Responsibility Center Code :		05 29	2024
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	LOT 1	OFFICE SUPPLIES			
1	ream	Bond Paper, Subs 20, 70 gsm (13 X 8.5)	50	280.00	14,000.00
2	ream	Bond Paper, Subs 20, 70 gsm (11 X 8.5)	50	250.00	12,500.00
3	ream	Bond Paper, Subs 20, 70 gsm 20 (A4)	50	260.00	13,000.00
U	pcs	Professional Inkjet Waterproof Glossy Photo Paper	50	200.00	10,000.00
5	pcs	White Folder (Long)	100	6.00	600.00
V	box	Staple Wire#35	4	60.00	240.00
7	bottle	Glue 130 ml	5	100.00	500.00
8	pcs	Certificate Holder A4	50	60.00	3,000.00
9	box	Ballpen, Black (RT Ballpen)	2	800.00	1,600.00
10	set	Sticky Tab	2	80.00	160.00
11	pcs	Scotch Tape 2"	6	120.00	720.0
12	box	Permanent Marker	1	600.00	600.0
13	box	White Board Marker	1	960.00	960.0
14	pcs	Stapler #35	3	600.00	1,800.0
12	bottle	1L 003 Ink Refill Black	1	6,000.00	6,000.0
16	bottle	1L 003 Ink Refill Magenta	1	6,000.00	6,000.0
17	bottle	1L 003 Ink Refill Cyan	1	6,000.00	6,000.0
18	bottle	1L 003 Ink Refill Yellow	1	6,000.00	6,000.0
		Ž			
					-
		SUB TOTAL 1			83,680.0
ourpose:	Λ	, for ROTC Office	)		
Signature :	Reque	sted by: Recommending Approval:		ed Allotment vailable:	Approved by:

VP for Academic Affairs

Director for NSTP

STF - 1071 164 - 200

Acting Budget Officer III/SAO-Finance OIC-Office of the University President

06-844 5020301000

Designation:



Alcate, Victoria, Oriental Mindoro



### **PURCHASE REQUEST**

			Fun	d Cluster:		STF
Office/Section	:	PR No.: P	R24 - 0282		Date:	The Land
			oility Center Code :		05	29/2024
Stock/ Property No.	Unit		Item Description	Qty	Unit Cost	Total Cost
	LOT 2	COMMUNI	CATION			
1	Unit	Bluetooth S	Speaker with Wireless Mic	1	30,000.00	30,000.00
		1500-2000w	, Bluetooth, USB/SD Playback			
		High-Quality I	Lead Acid 12Ah Battery			
		Line In / Line	e Out			
		2 Guitar Inpu	ut			
		Energy-Effi	icient Compressor			
1	pcs	Two Way B	Radio Walkie Takie	10	2,000.00	20,000.00
~	pos		M Transceiver	10	2,000.00	20,000.00
		Power: 8W	W Transceiver			
		Voltage: 7.4	V	+		
			136-174MHz 400-520MHz ,	1		
		Preferred Br	and and Model: BAOFENG UV	4		
		i iciciica bi	and and woder. Bhor Eive eve	<del>" </del>		
				1		
				_		
				1		
			SUB TOTAL 2			50,000.00
Purpose:						
	/	1,,	for ROTC Office	Э		
Signature :	Regu	lested by:	Recommending Approval:	Ava	d Allotment ailable:	Approved by:
Printed Name : Designation :		S.M. ABOG or for NSTP	NEMESIO H. DAVALOS, Ph.D  VP for Academic Affairs		N P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD. OIC-Office of the University President
Designation.	Directi	. 101 11011	VI TO AGGETTIC ATIGITS	557-		CTE 1074

164 - 200

06-844 600321003



Alcate, Victoria, Oriental Mindoro



### **PURCHASE REQUEST**

		Fu	nd Cluster:		STF
Office/Section	):	PR No.: १९२५ - ०२९२ Responsibility Center Code :		Date:	129 2024
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	LOT 3	ICT EQUIPMENT			
1	set	Desktop Computer Set	1	80,000.00	80,000.00
		Processor: 3.0 GHz with GPU			
		RAM: 16 GB			
		ROM: 1TB SSD			
		OS: 64-bit			
		With built in Wi-Fi technology			
		24" Monitor			
2	unit	Continues Ink Printer	1	17,000.00	17,000.00
		Connectivity Technology: USB			
		Printing Technology: Ink Tank			
		Special Feature: Duplex Print			
		Maximum Print Speed (Colour): 15 ppm			
		Max Print speed Monochrome: 33 ppm			-
					-
		·			-
					-
		SUB TOTAL 3			97,000.00
Purpose:					
		for ROTC Off	ice		
Signature :	Requ	ested by: Recommending Approval:	Ava	Allotment ilable:	Approved by:
Printed Name :	DARIU	SMI. ABOG NEMESIO H. DAVALOS, Ph.D.	ROVELY	N P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD
Designation :	11	or for NSTP VP for Academic Affairs	•	ficer III/SAO-Finance	OIC-Office of the University President

STF - 1071 164 - 200 06-844

106050300



**Main Campus** 

Alcate, Victoria, Oriental Mindoro



### **PURCHASE REQUEST**

			Fun	d Cluster:		STF
Office/Section:		PR No.: P	124 - 0282		Date:	
		Responsil	oility Center Code :		05	5 29 2024
Stock/ Property No.	Unit		tem Description	Qty	Unit Cost	Total Cost
	LOT 4	SEMI-OFF	ICE EQUIPMENT			
1	pcs	Water Disp	enser	2	8,000.00	16,000.00
		Bottom load				
		Hot and cold	d			
2	pcs	30 Meters Ex	tention Wheel Cable Reel 240V	1	2,000.00	2,000.00
	LOT 5	OTHER SU	JPPLIES EXPENSES			
	pcs	Aloy Riffle	M14 Model	200	2,000.00	400,000.00
2	pcs	Saber Swo	rd	1	2,000.00	2,000.00
3	pcs	ROTC Swo	ord	5	1,500.00	7,500.00
4	pcs	Water Con	tainer 20 Liters	4	700.00	2,800.00
S	pcs	Digital Wal	Clock	1	1,400.00	1,400.00
	LOT 6	JA	NITORIAL SUPPLY			-
1	pcs	Tornado M	ар	2	2,500.00	5,000.00
						-
			SUB TOTAL 4			436,700.00
Purpose:						
		11	for ROTC Office			
Signature :	Req	uested by:	Recommending Approval:	Av	ed Allotment ailable:	Approved by:
Printed Name :	DARIU	M ABOG	NEMESIO H. DAVALOS, Ph.D		N P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD.
Designation :	Direct	tor for NSTP	VP for Academic Affairs	Acting Budget	Officer III/SAO-Finance	OIC-Office of the University President
						STF - 1071

164 - 200

06-844 5020321002 5020399m



**Main Campus** 

Alcate, Victoria, Oriental Mindoro



### **PURCHASE REQUEST**

			Fund Cluster:		STF
Office/Section	:	PR No.: PK24 - 0282 Responsibility Center Code:		Date:	06   29   2024
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	LOT 7	Wooden Cabinet			
1	pcs	Marine Plywood #3/4	10	1,500.00	15,000.00
2	pcs	Marine Plywood #1/4	4	450.00	1,800.00
3	pcs	S4S 1/2x1x12 Good Lumber	45	120.00	5,400.00
4	pcs	Handle	20	46.00	920.00/
5	pcs	Drawer Lock	10	130.00	1,300.00
Ų	pair	Concealed hinge's #1	32	65.00	2,080.00
7	galon	Solignum Colorless	2	1,900.00	3,800.00
B	kg	Finishing nail #1	2	120.00	240.00
9	kg	Finishing nail #2	2	120.00	240.00
10	L	Stikwel	2	350.00	700.00
1	galon	Flat White Enamel	4	980.00	3,920.00
12	galon	Gloss White QDE	2	1,050.00	2,100.00
13	galon	Paint Thinner	2	480.00	960.00
IÚ	pcs	Buffing Disc #4 forward	5	90.00	450.00
21	pcs	Sanding Paper #120	14	25.00	350.00
10	pcs	Paint Brush #2	4	60.00	240.00
17	pcs	Baby roller brush (cotton)	4	80.00	320.00-
18	pcs	Puntray	3	60.00	180.00
		SUB TOTAL 5			40,000.00
Purpose:		for ROT	C Office		
Signature :	/	uested by: Recommending App	Avai	Allotment lable:	Approved by:
Printed Name : Designation :		US'M. ABOG NEMESIO H. DAVALO tor for NSTP VP for Academic A		I P. ROXAS icer III/SAO-Finance	CHRISTIAN ANTHONY C. AGUTAYA, PHD.  OIC-Office of the University President
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STF - 1071 164 -200 06 -844 (5232200)



**Main Campus** 

Alcate, Victoria, Oriental Mindoro



### **PURCHASE REQUEST**

		Fund	Cluster:		STF
Office/Section	n:	PR No.: PK24- 0282		Date:	
		Responsibility Center Code :		DS	29/2024
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	LOT 8	SEMI-EXPENDABLE FURNITURE AND FIXTURE			-
1	pcs	Office Table	6	3,500.00	21,000.00
		100 cm (L) 52cm(W) 75cm(H)			-
		1 side drawers			-
		wood leg			
		color - brown or black			-
2	pcs	Mono Block Chair	20	400.00	8,000.00
		Plastic   color black   standard size			-
3	pcs	Plastic Dish Drainer Cabinet	1	7,000.00	7,000.00
		Fully Assembled Plastic  61x33x156cm			- ′
4	pcs	Wall Mirror 6x2 ft	1	4,000.00	4,000.00
		6x2 ft 0.9 inch depth			-
		with aluminum frame			-
5	pcs	Steel Cabinet	2	15,000.00	30,000.00
		05mm thickness			_
		steel   White   Fully Assembled			-
		41cm L x 28cm W x 69cm H			-
		11.50 kg			-
		SUB TOTAL 6			70,000.00
Purpose:		for ROTC Office			
Signature :	11	ested by: Recommending Approval:		ed Allotment ailable:	Approved by:
Printed Name :	DARIU	M. ABOG NEMESIO H. DAVALOS, Ph.D.	ROVELY	N P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD.
Designation:	Directo	r for NSTP VP for Academic Affairs	Acting Budget (	officer III/SAO-Finance	OIC-Office of the University President

STF - 1071 164 - 200

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Alcate, Victoria, Oriental Mindoro



### **PURCHASE REQUEST**

			Fu	and Cluster:		STF
Office/Section	) :	PR No.: PR 24 Responsibili	ः ०४ <b>९२</b> ty Center Code :		Date:	129/2024
Stock/ Property No.	Unit	lte	em Description	Qty	Unit Cost	Total Cost
		SUB TOTAL 1				83,680.00
		SUB TOTAL 2				50,000.00
		SUB TOTAL 3				97,000.00
		SUB TOTAL 4				436,700.00
		SUB TOTAL 5				40,000.00
		SUB TOTAL 6				70,000.00
		G	RAND TOTAL			777,380.00
Purpose:						
		$\cap$ $\square$	for ROTC Offi	ice		
Signature :	Red	guested by:	Recommending Approval	i: Ava	ا Allotment ilable: مناب	Approved by:
Printed Name :	DARI	US M. ABOG	NEMESIO H. DAVALOS, Ph.	10	N P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD.
Designation :		tor for NSTP	VP for Academic Affairs			OIC-Office of the University President
						STF - 1071

164 -200



### Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus Alcate, Victoria, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT: National Service Training Program Charged to STF
Project, Programs and Activities

															1							Π	CODE
	Permanent Marker	White Board Marker	INK Refill Yellow, 1L	Ink Refill Cyan, 1L	Ink Refill Magenta, 1L	Ink Refill Black, 1L	Stapler #35	Whilte Board Marker	Pilot Permanent Marker	Scotch tape 2"	Sticky Tab	Ballpen, Black (RT Ballpen)	Certificate holder	Glue 130 ml	Staple Wire#35	White folder(Long)	Profesional Inkjet Waterproof Glossy Photo Pape	Bond paper, Subs 20, 70 gsm 20(A4)	Bond paper, Subs 20, 70 gsm(11 X 8.5)	Bond paper, Subs 20, 70 gsm(13 X 8.5)	Office Supplies		GENERAL DESCRIPTION
	box	box	bottle	bottle	bottle	bottle	pcs	box	box	pcs	set	box	pcs	bottle	box	pcs	pck	ream	ream	ream			CNIT
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Total	840.00	840.00	6,000.00	6,000.00	6,000.00	6,000.00	600.00	960,00	600,00	120.00	80.00	800.00	80.00	150.00	60.00	10.00	200.00	350.00	350.00	350,00		COST	TIN
101,690.00	1,680.00	1,680.00	6,000.00	6,000.00	6,000.00	6,000.00	1,800.00	960,00	600,00	720.00	160.00	1,600.00	4,000.00	750.00	240.00	1,000.00	10,000.00	17,500.00	17,500.00	17,500.00		BUDGET	ESTIMATED
	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding	public bidding		PROCUREMENT	MODE OF
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Prepared by

Directolyto

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## Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus Alcate, Victoria, Oriental Mindoro

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## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT: National Service Training Program Charged to STF
Project, Programs and Activities

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	Other Supplies Expenses													•	-	555
\	Aloy Riffle M14 Model 16-2	pcs	200	2,000.00	400,000.00	public bic				1		+	1	1	-	- 1
`	Saber Sword	pcs	_	2,000,00	2,000,00	public bic				-		1		1	-	-
\ \ \	ROTC-Sword	pcs	5	1,500.00	7,500.00	public bic										
	Water Container 20 Liters	pcs	4	700.00	2,800.00	public bic										
	Digital wall clock	pcs	_	1,400.00	1,400.00	public bic										
\	Tornado Map	pcs	2	3,000.00	6,000.00	public bic										
\	30 Meters Extension Wheel Cable Reel 240V	pcs	_	2,000.00	2,000.00	public bic										
*	* GALA Uniform for Colors	set	5	4,000.00	20,000.00											100
				Total	A21,700.00											

Darius Mi Abog MSI Director for National Service Training Program Prepared by:



Main Campus Alcate, Victoria, Oriental Mindoro

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT: National Service Training Program Charged to STF

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Se	Semi-Expendable Furniture and Fixtures									1	100			2	2000
`	Office Table	pcs	0	3 500 00	21 000 00	public hidding				1	+	+	+	+	1
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	Mono-Block Chair	pcs	20	400.00	8,000.00	public bidding								-	
	Wooden Cabinet	pcs	-	20,000.00	20,000.00	public bidding					1	1	+	+	
	Wooden Riffle Cabinet	pcs	N	10,000.00	20,000,00	public bidding				1	+	+	+	+	1
	Plastic dish drianer cabinet	pcs	_	7,000.00	7,000.00	public bidding				1	+	+	+	+	1
,	Wall-Mirror 6x2 ft	pcs	-	4,000.00	4,000,00	public bidding				1	1	1	+	+	
	Steel Cabinet	pcs	2	15,000.00	30,000.00	public bidding					+	1	1	+	1
	Office Chair Mesh Breathable Computer Chair	pcs	ζī,	3,000.00	15,000.00	public bidding				1	1	+	1	+	-
				Total	410,000.00						1	1	1	1	

Prepared by:

Darius Mabog, Mair

Director for Mational Service Training Program