



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. 169, 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	Php83,680.00	Sary Stationery Trading	Php50,265.00
		Iraya Life Enterprises	Php52,580.00
		ESEC Office Supplies & Equipment Trading	Php52,825.00
		Papercat Office Supplies and Equipment Trading	Php65,837.00
		HIRAMS' Supply Wholesaling	Php77,022.00
2	Php50,000.00	ESEC Office Supplies & Equipment Trading	Php32,000.00
		Papercat Office Supplies and Equipment Trading	Php40,275.00
		Iraya Life Enterprises	Php52,200.00
		Sary Stationery Trading	Php60,000.00
3	Php97,000.00	ESEC Office Supplies & Equipment Trading	Php55,000.00
		HIRAMS' Supply Wholesaling	Php64,508.00
		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	Php5,000.00	ESEC Office Supplies & Equipment Trading	Php3,000.00
		Papercat Office Supplies and Equipment Trading	Php3,692.00
		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
		ESEC Office Supplies & Equipment Trading	Php41,310.00
		Papercat Office Supplies and Equipment Trading	Php52,678.00
		Iraya Life Enterprises	Php89,014.00
		Sary Stationery Trading	Php123,375.00
8	Php70,000.00	Papercat Office Supplies and Equipment Trading	Php64,478.00
		HIRAMS' Supply Wholesaling	Php69,504.00
		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, Oriental 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

MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

Date: _____



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	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	7
Category:	Office Equipment Supplies and Consumables	Date Published	29/07/2024
Approved Budget for the Contract:	PHP 777,380.00	Last Updated / Time	29/07/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	05/08/2024 17:00 PM
Client Agency:			
Contact Person:	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

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 Talkie 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 Continuous 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 Extension Wheel Cable Reel 240V 1
 Lot 5 - Other Supplies Expenses
 1 pcs Alloy 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 #1 2
 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

Created by	Annabelle Quinto Madrigal
Date Created	26/07/2024

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Mindoro State University

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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 Supply Wholesaling

Address : Citywalk 90 Nino, 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:
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-EPIS 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	12,600.00
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	1,060.00	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	6,240.00
Lot 2 - Communication					
1	unit	Bluetooth Speaker with Wireless Mic	1	N/A	N/A
		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 Talkie	10	N/A	N/A
		Dual Band FM Transceiver			
		Power: 8W			
		Voltage: 7.4V			

76,962

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		Frequency: 136-174MHz 400-520MHz			
		Lot 3 - ICT Equipment			
1	set	Desktop Computer Set	1	40,988.00	40,988.00
		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	23,520.00	23,520.00
		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	pcs	Water Dispenser	2	6,400.00	13,200.00
		Bottom load			
		Hot and cold			
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	3,839.00	3,839.00
		Lot 5 - Other Supplies Expenses			
1	pcs	Aloy Riffle M14 Model	200	1,890.00	378,000.00
2	pcs	Saber Sword	1	4,320.00	4,320.00
3	pcs	ROTC Sword	5	1,013.00	5,065.00
4	pcs	Water Container 20 Liters	4	243.00	972.00
5	pcs	Digital Wall Clock	1	1,347.00	1,347.00
		Lot 6 - Janitorial Supply			
	pcs	Tornado Map	2	1,946.00	3,892.00
		Lot 7 - Wooden Cabinet			
1	pcs	Marine Plywood #3/4	10	1,175.00	11,750.00
2	pcs	Marine Plywood #1/4	4	500.00	2,000.00
3	pcs	S4S 1/2x1x12 Good Lumber	45	122.00	5,490.00
4	pcs	Handle	20	54.00	1,080.00
5	pcs	Drawer Lock	10	135.00	1,350.00
6	pair	Concealed hinge's #1	32	81.00	2,592.00
7	galon	Solignum Colorless	2	716.00	1,432.00
8	kg	Finishing nail #1	2	108.00	216.00
9	kg	Finishing nail #2	2	108.00	216.00
10	L	Stikwel	2	365.00	730.00
11	galon	Flat White Enamel	4	783.00	3,132.00
12	galon	Gloss White QDE	2	851.00	1,702.00
13	galon	Paint Thinner	2	432.00	864.00
14	pcs	Buffing Disc #4 forward	5	61.00	305.00
15	pcs	Sanding Paper #120	14	20.00	280.00
16	pcs	Paint Brush #2	4	81.00	324.00
17	pcs	Baby roller brush (cotton)	4	68.00	272.00
18	pcs	Puntray	3	68.00	204.00
		Lot 8 - Semi-Expendable Furniture and Fixture			

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1	pcs	Office Table	6	6,720.00	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	✓
		Plastic color black standard size				
3	pcs	Plastic Dish Drainer Cabinet	1	2,744.00	2,744.00	✓
		Fully Assembled Plastic 61x33x156cm				
4	pcs	Wall Mirror 6x2 ft	1	3,920.00	3,920.00	✓
		6x2 ft 0.9 inch depth				
		with aluminum frame				
5	pcs	Steel Cabinet	2	8,120.00	16,240.00	✓
		05mm thickness				
		steel White Fully Assembled				
		41cm L x 28cm W x 69cm H				
		11.50 kg				
XX						
Six Hundred Fifty-Five thousand Five Hundred Forty-Eight Pesos Only.			TOTAL		655,548.00	✓

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
408-194-796-000
TIN No. of Establishment
0919 096 7100
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, Aicte, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
- Supplier shall submit the following requirements:
 - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - PhilGEPS Registration
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance
 - DTI Registration/SEC Certificate
 - 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:

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

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•Main Campus, Aicte, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



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Victoria, Oriental Mindoro 5205 Philippines

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1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

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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 : IKAYA LIFE ENTERPRISES
Address : BULUSAN 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:
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-EPIS 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	297 -	14,850 -
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 -
4	pcs	Professional Inkjet Waterproof Glossy Photo Paper	50	73 -	3,650 -
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 -	372 -
10	set	Sticky Tab	2	23 -	46 -
11	pcs	Scotch Tape 2"	6	33 -	198 -
12	box	Permanent Marker	1	519 -	519 -
13	box	White Board Marker	1	950 -	950 -
14	pcs	Stapler #35	3	133 -	399 -
15	bottle	1L 003 Ink Refill Black	1	455 -	455 -
16	bottle	1L 003 Ink Refill Magenta	1	455 -	455 -
17	bottle	1L 003 Ink Refill Cyan	1	455 -	455 -
18	bottle	1L 003 Ink Refill Yellow	1	455 -	455 -
Lot 2 - Communication					
1	unit	Bluetooth Speaker with Wireless Mic 1500-2000w, Bluetooth, USB/SD Playback High-Quality Lead Acid 12Ah Battery Line In/Line Out 2 Guitar Input Energy-Efficient Compressor	1	25,200	25,200 -
2	pcs	Two Way Radio Walkie Takie Dual Band FM Transceiver Power: 8W Voltage: 7.4V	10	2,700	27,000 -

52,560

52,200

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Mindoro State University

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		Frequency: 136-174MHz 400-520MHz			
		Lot 3 - ICT Equipment			
1	set	Desktop Computer Set	1	58,000-	58,000-
		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	23,100-	23,100-
		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-
		Bottom load			
		Hot and cold			
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	6,115	6,115-
		Lot 5 - Other Supplies Expenses			
1	pcs	Aloy Riffle M14 Model	200	1472-	294,400-
2	pcs	Saber Sword	1	5320-	5320
3	pcs	ROTC Sword	5	1500-	7500-
4	pcs	Water Container 20 Liters	4	300-	1,200
5	pcs	Digital Wall Clock	1	5160-	5160-
		Lot 6 - Janitorial Supply			
	pcs	Tornado Map	2	3325-	6650-
		Lot 7 - Wooden Cabinet			
1	pcs	Marine Plywood #3/4	10	3724-	37,240-
2	pcs	Marine Plywood #1/4	4	1197	4788
3	pcs	S4S 1/2x1x12 Good Lumber	45	320	14,400-
4	pcs	Handle	20	246-	4920-
5	pcs	Drawer Lock	10	240-	2400-
6	pair	Concealed hinge's #1	32	220-	7040-
7	galon	Solignum Colorless	2	3200-	6400-
8	kg	Finishing nail #1	2	130-	260-
9	kg	Finishing nail #2	2	130-	260-
10	L	Stikwel	2	319-	638-
11	galon	Flat White Enamel	4	1100-	4400-
12	galon	Gloss White QDE	2	1200-	2400
13	galon	Paint Thinner	2	750-	1500
14	pcs	Buffing Disc #4 forward	5	70-	350-
15	pcs	Sanding Paper #120	14	25-	350
16	pcs	Paint Brush #2	4	120-	480-
17	pcs	Baby roller brush (cotton)	4	180-	720-
18	pcs	Puntray	3	156-	468-
		Lot 8 - Semi-Expendable Furniture and Fixture			

MSU-BAC-FR-05.01

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			
2	pcs	Mono Block Chair	20	1,330-	26,600-
		Plastic color black standard size			
3	pcs	Plastic Dish Drainer Cabinet	1	4650	4650
		Fully Assembled Plastic 61x33x156cm			
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-
		05mm thickness			
		steel White Fully Assembled			
		41cm L x 28cm W x 69cm H			
		11.50 kg			
XX					
				TOTAL	9751,879.00

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

names noted above
MARIA SOWRON C. MENDOZA

Supplier's Signature over Printed Name

160-221-678-0000

TIN No. of Establishment

Contact Number

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.
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 on the basis of the following criteria:

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

Instructions

MSU-BAC-FR-05.01



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

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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
Address : Sta. Niño, Calapan City, Or. Mindoro

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 30 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-EPIS 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	75.00	375.00
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	50.00	100.00
11	pcs	Scotch Tape 2"	6	75.00	450.00
12	box	Permanent Marker	1	480.00	480.00
13	box	White Board Marker	1	800.00	800.00
14	pcs	Stapler #35	3	150.00	450.00
15	bottle	1L 003 Ink Refill Black	1	600.00	600.00
16	bottle	1L 003 Ink Refill Magenta	1	600.00	600.00
17	bottle	1L 003 Ink Refill Cyan	1	600.00	600.00
18	bottle	1L 003 Ink Refill Yellow	1	600.00	600.00
Lot 2 - Communication					
1	unit	Bluetooth Speaker with Wireless Mic	1	20,000.00	20,000.00
		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	4000.00	40,000.00
		Dual Band FM Transceiver			
		Power: 8W			
		Voltage: 7.4V			

50,265

600.00

[Signature]

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Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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Mobile: +63 977 846 72 28



BAGONG PILIPINAS

		Frequency: 136-174MHz 400-520MHz			
		Lot 3 - ICT Equipment			
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	30,000.00 ✓ 75,000
		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	15,000.00	30,000.00 ✓
		Bottom load			
		Hot and cold			
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	6,000.00	6,000.00 ✓ 36,000
		Lot 5 - Other Supplies Expenses			
1	pcs	Aloy Riffle M14 Model	200	1,500.00	300,000.00 ✓
2	pcs	Saber Sword	1	1,500.00	1,500.00 ✓
3	pcs	ROTC Sword	5	1,500.00	7,500.00 ✓
4	pcs	Water Container 20 Liters	4	1,000.00	4,000.00 ✓
5	pcs	Digital Wall Clock	1	1,500.00	1,500.00 ✓ 314,500
		Lot 6 - Janitorial Supply			
	pcs	Tornado Map	2	2,000.00	4,000.00 ✓
		Lot 7 - Wooden Cabinet			
1	pcs	Marine Plywood #3/4	10	2,000.00	20,000.00 ✓ 20,000
2	pcs	Marine Plywood #1/4	4	1,500.00	6,000.00 ✓
3	pcs	S4S 1/2x1x12 Good Lumber	45	1,000.00	45,000.00 ✓
4	pcs	Handle	20	1,200.00	24,000.00 ✓
5	pcs	Drawer Lock	10	300.00	3,000.00 ✓
6	pair	Concealed hinge's #1	32	250.00	8,000.00 ✓
7	galon	Solignum Colorless	2	2,000.00	4,000.00 ✓
8	kg	Finishing nail #1	2	150.00	300.00 ✓
9	kg	Finishing nail #2	2	175.00	350.00 ✓
10	L	Stikwel	2	250.00	500.00 ✓
11	galon	Flat White Enamel	4	1,200.00	4,800.00 ✓
12	galon	Gloss White QDE	2	1,500.00	3,000.00 ✓
13	galon	Paint Thinner	2	1,000.00	2,000.00 ✓
14	pcs	Buffing Disc #4 forward	5	35.00	175.00 ✓
15	pcs	Sanding Paper #120	14	15.00	210.00 ✓
16	pcs	Paint Brush #2	4	75.00	300.00 ✓
17	pcs	Baby roller brush (cotton)	4	60.00	240.00 ✓ 123,375
18	pcs	Puntray	3	1,000.00	3,000.00 ✓
		Lot 8 - Semi-Expendable Furniture and Fixture			

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Mindoro State University

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1	pcs	Office Table	6	6,000.00	36,000.00	✓
		100 cm (L) 52cm(W) 75cm(H)				
		1 side drawers				
		wood leg				
		color - brown or black				
2	pcs	Mono Block Chair	20	500.00	10,000.00	✓
		Plastic color black standard size				
3	pcs	Plastic Dish Drainer Cabinet	1	5,000.00	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				
XX				TOTAL	746,740.00	81,600

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

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.
- Supplier shall submit the following requirements:
 - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - PhilGEPS Registration
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance
 - DTI Registration/SEC Certificate
 - 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 on the basis of the following criteria:

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

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1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

MSU-BAC-FR-05.01



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. Nino, 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:
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-EPIS 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	45	260.00
7	bottle	Glue 130 ml	5	45	225.00
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	525.00
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	1,500.00
Lot 2 -Communication					
1	unit	Bluetooth Speaker with Wireless Mic	1	22,000	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			
		Power: 8W			
		Voltage: 7.4V			

52,825

32,000

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Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



		Frequency: 136-174MHz 400-520MHz			
		Lot 3 - ICT Equipment			
1	set	Desktop Computer Set	1	35,000	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
		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	11,000	22,000.00
		Bottom load			
		Hot and cold			
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	1,500	1,500.00
		Lot 5 - Other Supplies Expenses			
1	pcs	Aloy Riffle M14 Model	200	2,000	400,000.00
2	pcs	Saber Sword	1	2,500	2,500.00
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	750.00
		Lot 6 - Janitorial Supply			
	pcs	Tornado Map	2	1,500	3,000.00
		Lot 7 - Wooden Cabinet			
1	pcs	Marine Plywood #3/4	10	1,500	15,000.00
2	pcs	Marine Plywood #1/4	4	950	3,800.00
3	pcs	S4S 1/2x1x12 Good Lumber	45	159	6,975.00
4	pcs	Handle	20	75	1,500.00
5	pcs	Drawer Lock	10	150	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	galon	Paint Thinner	2	700	1,400.00
14	pcs	Buffing Disc #4 forward	5	75	375.00
15	pcs	Sanding Paper #120	14	100	1,400.00
16	pcs	Paint Brush #2	4	75	300.00
17	pcs	Baby roller brush (cotton)	4	75	300.00
18	pcs	Puntray	3	100	300.00
		Lot 8 - Semi-Expendable Furniture and Fixture			

MSU-BAC-FR-05.01

Date _____



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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Website: www.minsu.edu.ph
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1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

MSU-BAC-FR-05.01



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.
- 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.
- Price validity shall be a period of 30 calendar days.
- G-EPIS Registration Certificate shall be attached upon submission of the Quotation.
- Bidders shall submit Original Brochures showing certification of the product being offered (optional).
- 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
5	pcs	White Folder (Long)	100	9	900
6	box	Staple Wire#35	4	52	208
7	bottle	Glue 130 ml	5	64	320
8	pcs	Certificate Holder A4	50	58	2900
9	box	Ballpen, Black (RT Ballpen)	2	304	608
10	set	Sticky Tab	2	25	50
11	pcs	Scotch Tape 2"	6	52	312
12	box	Permanent Marker	1	530	530
13	box	White Board Marker	1	817	817
14	pcs	Stapler #35	3	162	486
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
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			
		2 Guitar Input			
		Energy-Efficient Compressor			
2	pcs	Two Way Radio Walkie Takie	10	1972	19720
		Dual Band FM Transceiver			
		Power: 8W			

MSU-BAC-FR-05.01



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



		Voltage: 7.4V			
		Frequency: 136-174MHz 400-520MHz			
		Lot 3 - ICT Equipment			
1	set	Desktop Computer Set	1	50769	50769 ✓
		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	29685	29685 ✓
		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	13077	26154 ✓
		Bottom load			
		Hot and cold			
2	pcs	30 Meters Extention Wheel Cable Reel 240V	1	3254	3254 ✓
		Lot 5 - Other Supplies Expenses			
1	pcs	Aloy Riffle M14 Model	200	N/A	N/A ✓
2	pcs	Saber Sword	1	N/A	N/A ✓
3	pcs	ROTC Sword	5	N/A	N/A ✓
4	pcs	Water Container 20 Liters	4	N/A	N/A ✓
5	pcs	Digital Wall Clock	1	N/A	N/A ✓
		Lot 6 - Janitorial Supply			
	pcs	Tornado Map	2	1846	3692 ✓
		Lot 7 - Wooden Cabinet			
1	pcs	Marine Plywood #3/4	10	1569	15690 ✓
2	pcs	Marine Plywood #1/4	4	600	2400 ✓
3	pcs	S4S 1/2x1x12 Good Lumber	45	138	6210 ✓
4	pcs	Handle	20	54	1080 ✓
5	pcs	Drawer Lock	10	231	2310 ✓
6	pair	Concealed hinge's #1	32	185	5920 ✓
7	galon	Solignum Colorless	2	3538	7076 ✓
8	kg	Finishing nail #1	2	146	292 ✓
9	kg	Finishing nail #2	2	146	292 ✓
10	L	Stikwel	2	462	924 ✓
11	galon	Flat White Enamel	4	1169	4676 ✓
12	galon	Gloss White QDE	2	1277	2554 ✓
13	galon	Paint Thinner	2	600	1200 ✓
14	pcs	Buffing Disc #4 forward	5	123	615 ✓
15	pcs	Sanding Paper #120	14	38	532 ✓
16	pcs	Paint Brush #2	4	77	308 ✓
17	pcs	Baby roller brush (cotton)	4	92	368 ✓
18	pcs	Puntray	3	77	231 ✓
		Lot 8 - Semi-Expendable Furniture and Fixture			

MSU-BAC-FR-05.01



64, 478

Date _____

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



Evaluation of Quotations

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

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

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

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:																
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	INFLATION, CURRENCY				VALUE
									%			%				
									(10)	(11)		(12)	(13)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)		
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)	50	ream	260.00	13,000.00											
4	Professional Inkjet Waterproof Glossy Photo Paper	50	pcs	200.00	10,000.00											
5	White Folder (Long)	100	pcs	6.00	600.00											
6	Staple Wire#35	4	box	60.00	240.00											
7	Glue 130 ml	5	bottle	100.00	500.00											
8	Certificate Holder A4	50	pcs	60.00	3,000.00											
9	Ballpen, Black (RT Ballpen)	2	box	800.00	1,600.00											
10	Sticky Tab	2	set	80.00	160.00											
11	Scotch Tape 2"	6	pcs	120.00	720.00											
12	Permanent Marker	1	box	600.00	600.00											
13	White Board Marker	1	box	960.00	960.00											
14	Stapler #35	3	pcs	600.00	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	6,000.00	6,000.00											
17	1L 003 Ink Refill Cyan	1	bottle	6,000.00	6,000.00											
18	1L 003 Ink Refill Yellow	1	bottle	6,000.00	6,000.00											
	Lot 2 -Communication				-											
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				-											
	Line In/Line Out				-											
	2 Guitar Input				-											
	Energy-Efficient Compressor				-											
2	Two Way Radio Walkie Talkie	10	pcs	2,000.00	20,000.00											

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



PURCHASE REQUEST

Fund Cluster:

STF

Office/Section :		PR No.: PR24-0282		Date: 05/29/2024	
		Responsibility Center Code :			
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
4	pcs	Professional Inkjet Waterproof Glossy Photo Paper	50	200.00	10,000.00
5	pcs	White Folder (Long)	100	6.00	600.00
6	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	720.00
12	box	Permanent Marker	1	600.00	600.00
13	box	White Board Marker	1	960.00	960.00
14	pcs	Stapler #35	3	600.00	1,800.00
15	bottle	1L 003 Ink Refill Black	1	6,000.00	6,000.00
16	bottle	1L 003 Ink Refill Magenta	1	6,000.00	6,000.00
17	bottle	1L 003 Ink Refill Cyan	1	6,000.00	6,000.00
18	bottle	1L 003 Ink Refill Yellow	1	6,000.00	6,000.00
					-
					-
					-
					-
		SUB TOTAL 1			83,680.00

Purpose:

for ROTC Office

Signature :	Requested by:	Recommending Approval:	Certified Allotment Available:	Approved by:
Printed Name :	DARIUS M. ABOG	NEMESIO H. DAVALOS, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD.
Designation :	Director for NSTP	VP for Academic Affairs	Acting Budget Officer III/SAO-Finance	OIC-Office of the University President

STF - 1071
164-200
06-244
5620301000



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



PURCHASE REQUEST

Fund Cluster:

STF

Office/Section :		PR No.: <u>PR24-0282</u> Responsibility Center Code :		Date: <u>05/29/2024</u>	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	LOT 2	COMMUNICATION			
<u>1</u>	Unit	Bluetooth Speaker with Wireless Mic 1500-2000w, Bluetooth, USB/SD Playback High-Quality Lead Acid 12Ah Battery Line In / Line Out 2 Guitar Input Energy-Efficient Compressor	1	30,000.00	30,000.00 ✓
<u>2</u>	pcs	Two Way Radio Walkie Takie Dual Band FM Transceiver Power: 8W Voltage: 7.4V Frequency: 136-174MHz 400-520MHz Preferred Brand and Model: <u>BAOFENG UV-5R</u>	10	2,000.00	20,000.00 ✓
SUB TOTAL 2					50,000.00

Purpose:

for ROTC Office

Signature :	Requested by: 	Recommending Approval: 	Certified Allotment Available: 	Approved by:
Printed Name :	DARIUS M. ABOG	NEMESIO H. DAVALOS, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD.
Designation :	Director for NSTP	VP for Academic Affairs	Acting Budget Officer III/SAO-Finance	OIC-Office of the University President

STF - 1071
164 -200
06-844
0520321002



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



PURCHASE REQUEST

Fund Cluster:

STF

Office/Section :		PR No.: <u>PR24-0282</u>		Date: <u>05/29/2024</u>	
		Responsibility Center Code :			
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

Requested by:	Recommending Approval:	Certified Allotment Available:	Approved by:
Signature :			
Printed Name : DARIUS M. ABOG	NEMESIO H. DAVALOS, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, PHD.
Designation : Director for NSTP	VP for Academic Affairs	Acting Budget Officer III/SAO-Finance	OIC-Office of the University President

STF - 1071
164-200
06-844
0020372001



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

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept			
	Office Supplies																	
	Bond paper, Subs 20, 70 gsm/(13 X 8.5)	ream	50	350.00	17,500.00	public bidding												
	Bond paper, Subs 20, 70 gsm/(11 X 8.5)	ream	50	350.00	17,500.00	public bidding												
	Bond paper, Subs 20, 70 gsm 20(A4)	ream	50	350.00	17,500.00	public bidding												
	Professional Inkjet Waterproof Glossy Photo Paper	pack	50	200.00	10,000.00	public bidding												
	White folder(Long)	pcs	100	10.00	1,000.00	public bidding												
	Staple Wire#35	box	4	60.00	240.00	public bidding												
	Glue 130 ml	bottle	5	150.00	750.00	public bidding												
	Certificate holder	pcs	50	80.00	4,000.00	public bidding												
	Ballpen, Black (RT Ballpen)	box	2	800.00	1,600.00	public bidding												
	Sticky Tab	set	2	80.00	160.00	public bidding												
	Scotch tape 2"	pcs	6	120.00	720.00	public bidding												
	Pilot Permanent Marker	box	1	600.00	600.00	public bidding												
	White Board Marker	box	1	960.00	960.00	public bidding												
	Stapler #35	pcs	3	600.00	1,800.00	public bidding												
	Ink Refill Black, 1L	bottle	1	6,000.00	6,000.00	public bidding												
	Ink Refill Magenta, 1L	bottle	1	6,000.00	6,000.00	public bidding												
	Ink Refill Cyan, 1L	bottle	1	6,000.00	6,000.00	public bidding												
	Ink Refill Yellow, 1L	bottle	1	6,000.00	6,000.00	public bidding												
	White Board Marker	box	2	840.00	1,680.00	public bidding												
	Permanent Marker	box	2	840.00	1,680.00	public bidding												
				Total	101,690.00													

Prepared by:

Darluis M. Abdo, MSIT
Director for National Service Training Program



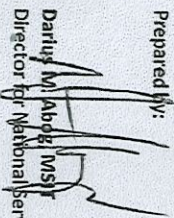
Republic of the Philippines
MINDORO STATE UNIVERSITY
Main Campus
Alcala, Victoria, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

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

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Other Supplies Expenses																	
✓	Aloy Rifle M14 Model	pcs	200	2,000.00	400,000.00	public bidding												
✓	Saber Sword	pcs	1	2,000.00	2,000.00	public bidding												
✓	ROTC Sword	pcs	5	1,500.00	7,500.00	public bidding												
✓	Water Container 20 Liters	pcs	4	700.00	2,800.00	public bidding												
✓	Digital wall clock	pcs	1	1,400.00	1,400.00	public bidding												
✓	Tornado Map	pcs	2	3,000.00	6,000.00	public bidding												
✓	30 Meters Extension Wheel Cable Reel 240V	pcs	1	2,000.00	2,000.00	public bidding												
*	GALA Uniform for Colors	set	5	4,000.00	20,000.00	public bidding												
			Total		421,700.00													

Prepared by:


Darius M. Abog MSJ
Director for National Service Training Program



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

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES								
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
	Semi-Expendable Furniture and Fixtures														
	Office Table	pcs	6	3,500.00	21,000.00	public bidding									
	Mono-Block Chair	pcs	20	400.00	8,000.00	public bidding									
	Wooden Cabinet	pcs	1	20,000.00	20,000.00	public bidding									
	Wooden Riffle Cabinet	pcs	2	10,000.00	20,000.00	public bidding									
	Plastic dish drier cabinet	pcs	1	7,000.00	7,000.00	public bidding									
	Wall Mirror 6x2 ft	pcs	1	4,000.00	4,000.00	public bidding									
	Steel Cabinet	pcs	2	15,000.00	30,000.00	public bidding									
	Office Chair Mesh Breathable Computer Chair	pcs	5	3,000.00	15,000.00	public bidding									
			Total		110,000.00										

Prepared by:

Darius M. Abog, MSIT

Director for National Service Training Program