



## REQUEST FOR QUOTATION

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

Date: \_\_\_\_\_  
P.R. No. : 20-182  
RFQ No. 2020-052  
ABC Amount PhP 108,925.00  
Lot 1 PhP 86,575.00  
Lot 2 PhP 4,350.00  
Lot 3 PhP 6,000.00  
Lot 4 PhP 12,000.00

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **August 11, 2020** 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
<b>Lot 1 Office Supplies</b>					
1	ream	Long Bond Paper (substance 20)	90		
2	ream	Short Bond Paper (substance 20)	20		
3	ream	A4 Bond Paper (substance 20)	75		
4	pack	Photo Paper, A4	20		
5	pack	Velum Paper, 8.5" x 11"	15		
6	pack	Velum Paper, 8.5" x 13"	15		
7	piece	White Folder, Long	150		
8	piece	Clear Folder, Long	100		
9	piece	Clear Folder, A4	50		
10	piece	Expanding Folder, Long	50		
11	piece	Expanding Envelop	150		
12	piece	Certificate Holder (Short, Green)	20		
13	bottle	Epson Ink, 100ml, B	5		
14	bottle	Epson Ink, 100ml, C	5		
15	bottle	Epson Ink, 100ml, Y	5		
16	bottle	Epson Ink, 100ml, M	5		



17	piece	Paper Fasteners	10		
18	box	Staple Wire #35	5		
19	bottle	Glue, 130ml	4		
20	box	Pencil #2	2		
21	box	Ballpen, black (RT Ballpen)	2		
22	piece	Sign Pen (Hi-techpoint)	4		
23	box	Index Tab	2		
24	pad	Sticky Tab	20		
25	pad	Sticky Notes (76 x 76mm)	8		
26	box	Binder Clips (3/4")	6		
27	box	Binder Clips (1")	6		
28	box	Binder Clips (1.25")	6		
29	box	Binder Clips (1 5/8")	6		
30	box	Binder Clips (2")	8		
31	box	Paper Clips, big	6		
32	box	Paper Clips, small	10		
33	piece	Stabilo (Yellow-Green) Highlighter	4		
34	piece	Scotch Tape 1"	8		
35	piece	Scotch Tape 2"	6		
36	piece	Double-sided Tape	6		
37	piece	Scissors	2		
38	piece	Correction Tape	20		
39	piece	Masking Tape	8		
40	piece	Binding Element .25" round	15		
41	piece	Binding Element .5" round	15		
42	piece	Binding Element .75" round	15		
43	piece	Binding Element 1" flat	15		
44	piece	Binding Element 1.5" flat	15		
45	piece	Binding Element 1.25" flat	15		
46	piece	Binding Element 2" flat	15		
47	piece	Stamp Pad	5		
48	piece	Stamp Pad Ink	10		
49	piece	Brown Envelope, Long	80		
50	unit	Calculator	2		
51	unit	Flashdrive, 64gb, OTG)	5		
52	unit	External Drive, 2TB	1		
					<b>Sub-total (Lot 1)</b>
<b>Lot 2 Cleaning Supplies</b>					
1	piece	Air Freshener, 360ml	4		
2	piece	Hand Soap, 500ml	10		
3	piece	Bathroom Freshener, Albatross with handle	8		
4	gallon	Muriatic Acid	1		
5	liter	Toilet Bowl cleaning liquid	4		
6	piece	Broom (Tambo)	4		
7	piece	Round Rags	50		
					<b>Sub-total (Lot 2)</b>
<b>Lot 3 Semi-Expendable</b>					
1	unit	Water Dispenser	1		
					<b>Sub-total (Lot 3)</b>





### General Conditions

1. Quotations and other requirements stated below shall be submitted to the **Bids and Awards Committee (BAC) Office, Mindoro State College of Agriculture and Technology-Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines** on the date and time stated in this RFQ.
2. Supplier shall submit the following requirements:
  - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - b. PhilGEPS Registration
  - c. Valid Mayor's/Business Permit
  - d. Omnibus Sworn Statement
  - e. Latest Income/Business Tax Return
  - f. DTI Registration/SEC Certificate
  - g. 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

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

### Liquidation Damages

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

### Warranty

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

### Payment

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