E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: (+63) 977-8467228

Date

# **REQUEST FOR QUOTATION**

# Supply and Delivery of Integrated Library System for College Library in MinSCAT Bongabong Campus

		Date:			
		P.R.	No:	2020-79 2020 - 085 PhP 600,000.00	
		RFQ	No:		
		ABC	Amount:		
anana. Nanaa .					
npany Name    : Iress          :	<del></del>				
	our lowest price on the items / listed below, subject to the Genera	l Conditio	n on the last r	nage stating the	
	mit your quotation duly signed by your representative not later that				
page.			_		
		NEN	MESIO H. DA	/ALOS, Ph.D.	
		BAC Chairperson			
: 1. All entries mu	st be typewritten.				
6. Bidders shall s	ntion Certificate shall be attached upon submission of the Quotation.  ubmit Original Brochures showing certification of the product being offered  ery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery	d (optional)			
Item Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT	
1 package	Integrated Library System	1			
	Features:				
	* Log in/ Log out				
	* Catalog (Searching, adding and updating item records)				
	* OPAC (Online Public Access Catalog)				
	* Circulation (Checking items out and in, placing holds,				
1 1	and requesting inter-library loans, and assessing fines)				
	* Reports (Generating checkouts/ fines report, overdue				
	notices, bills notices, bills for books presumed lost)		1		
	* Dook Office (Cotting up loop policies proposing actual				
	* Back Office (Setting up loan policies, managing patron				
VIV	records, and conducting inventory)	VXVXVXVV			
XVX	, , , , , , , , , , , , , , , , , , , ,		/ OTAL		

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#### **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. Tax Clearance
  - 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 of the basis of the following criteria:

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

## Instructions

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

# Liquidation Damages

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

## Warranty

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

#### **Payment**

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