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

# **REQUEST FOR QUOTATION**

# Supply and Delivery of Workstation for Various Offices in MinSCAT Main Campus

s : _ Please quot			RFQ No.		20-150 & 170 2020-047 PhP 235,000.00
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-	_				
s stated in the	delivery	owest price on the items / listed below, subject to the and submit your quotation duly signed by your repree.			
			NEMESIO H. DAVALOS, Ph.D. BAC Chairperson		
procuring entit 4. Price validit 5. G-EPS Regis 6. Bidders sha	ity. ty shall be a stration Ce all submit O elivery: [	r a period of six (6) months for supplies and materials, one (1) a period of 30 calendar days. tificate shall be attached upon submission of the Quotation. briginal Brochures showing certification of the product being offered Pick-up (Schedule) [/] Door to Door Delivery	l (optional).	UNIT	
No.	Unit	ITEM AND DESCRIPTION	QTY.	PRICE	
		Marketation with pull out cabinot	2		7 01
1	unit	Workstation with pull out cabinet			
1	unit	Dimension: 2ft x 4ft			
		Dimension: 2ft x 4ft as per attached sample			
2	unit	Dimension: 2ft x 4ft  as per attached sample  Workstation with mobile cabinet	1		
		Dimension: 2ft x 4ft  as per attached sample  Workstation with mobile cabinet  Dimension: 2ft x 8ft (2 tables in one set)			
		Dimension: 2ft x 4ft  as per attached sample  Workstation with mobile cabinet			
2	unit	Dimension: 2ft x 4ft  as per attached sample  Workstation with mobile cabinet  Dimension: 2ft x 8ft (2 tables in one set)  as per attached sample	1		
2	unit	Dimension: 2ft x 4ft  as per attached sample  Workstation with mobile cabinet  Dimension: 2ft x 8ft (2 tables in one set)  as per attached sample  Workstation with mobile cabinet	1		
2	unit	Dimension: 2ft x 4ft  as per attached sample  Workstation with mobile cabinet  Dimension: 2ft x 8ft (2 tables in one set)  as per attached sample  Workstation with mobile cabinet  Dimension: 4ft x 8ft (4 tables in one set)	1 2	·vxvxvxv	
2	unit	Dimension: 2ft x 4ft  as per attached sample  Workstation with mobile cabinet  Dimension: 2ft x 8ft (2 tables in one set)  as per attached sample  Workstation with mobile cabinet  Dimension: 4ft x 8ft (4 tables in one set)  as per attached sample	1 2 2 2 2 2 2 2		

**Contact Number** 

Date

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#### **General Conditions**

- 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 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.