



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for Various Offices in MinSCAT Calapan Campus

Date: _____
RFQ No. 2020 - 031
RFQ No. 2020 - 48
ABC Amount: PhP 249,999.99

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 7, 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-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
1	Pad	Arrow Sticky Note	40		
2	Box	Ball pen (Red) 50s'	3		
3	Piece	Ball pen (Ordinary) Black	58		
4	Box	Ball pen (Retractable)	10		
5	Piece	Battery AA (Heavy Duty)	11		
6	Box	Binder Clip 1 inch	2		
7	Box	Binder Clip 19 mm	4		
8	Box	Binder Clip 2 inches	2		
9	Box	Binder Clip 25 mm	19		
10	Box	Binder Clip 41 mm	1		
11	Ream	Board Paper Long (10packs/ream)	1		
12	Ream	Board Paper Short (10packs/ream)	3		
13	Ream	Bond Paper (A4) sub. 20	200		
14	Ream	Bond Paper Long (Sub 20)	145		
15	Ream	Bond Paper Short (Sub 20)	45		
16	Piece	Brown Envelop (Long)	95		
17	Piece	Clear Folder long	85		
18	Piece	Clear Folder Short	35		
19	Piece	Clear Folder (Long/assorted color)	31		
20	Piece	Combo Ring 1"	12		
21	Piece	Combo Ring 1/2	39		
22	Piece	Combo Ring 2"	11		
23	Piece	Combo ring 25mm	1		
24	Set	Computer Ink All Colors Epson #003	3		
25	Bottle	Computer Ink Black Epson #003	5		
26	Piece	Correction Tape	38		
27	Piece	Double Layer data frame file rack	5		
28	Piece	Double Sided Tape	20		



29	bottle	Epson Ink - black for Model L120	6		
30	Bottle	Epson Ink - Cyan for Model L120	6		
31	Bottle	Epson Ink - Magenta for Model L120	5		
32	Bottle	Epson Ink - Yellow for Model L120	5		
33	Bottle	Epson Ink Black L3110	9		
34	Bottle	Epson Ink Blue L3110	7		
35	Bottle	Epson Ink Magenta L3110	7		
36	Bottle	Epson Ink Yellow L3110	7		
37	Piece	Expanded Envelope	100		
38	Piece	Expanding Folder (Green)	89		
39	Box	Fastener (50sets)	7		
40	Ream	File Folder 14 points	1		
41	Piece	Folder (Long)	757		
42	Piece	Folder Short	40		
43	Piece	Folders (expanded)	10		
44	Box	Gel pen (Black) (12s')	10		
45	Box	Gel pen (Blue) (12s')	10		
46	Box	Gel pen (Green) (12s')	5		
47	Box	Gel pen (Red) (12s')	5		
48	Pack	Glossy paper 10 Sheets (A4)	5		
49	Pack	Glossy paper 10 Sheets (Long)	1		
50	Pack	Glossy paper 10 Sheets (Short)	10		
51	Piece	Glue (130g)	29		
52	Piece	Glue gun (Big)	1		
53	Piece	Glue Stick (Big)	1		
54	Piece	Green Portfolio (Long)	10		
55	Piece	Hard Plastic Ruler	5		
56	Piece	Highlighter Pen (Yellow)	8		
57	Box	Index Tabs	23		
58	Set	Ink (EPSON L360) C, Y, M, B	16		
59	Set	Ink 100ml (UNIVERSAL) C, Y, M, B	10		
60	Ream	Long Mimeographing Paper	10		
61	Piece	Magazine Rack	6		
62	Box	Marker Permanent (Black) (12s')	3		
63	Box	Marker Whiteboard Black (12 pcs)	3		
64	Piece	Max Stapler HD-50R with Staple wire	3		
65	Ream	Mimeo Band paper (Short)	50		
66	Ream	Mimeo Bond paper (Long)	50		
67	Piece	Packaging Tape 2 Inches (clear thick)	3		
68	Piece	Packaging Tape 2 Inches	4		
69	Box	Paper Clip (Big)	9		
70	Box	Paper Clip (Large)	15		
71	Box	Paper Clip (Medium)	10		
72	Box	Paper Clip (Small)	14		
73	Box	Pencil #2	6		
74	Pack	Photopaper (Long) (10s')	16		
75	Box	Push pin	12		
76	Piece	Record Book (200 pages)	16		
77	Box	Rubber Band	7		
78	Piece	Scissors	9		
79	Piece	Scotch Tape 1 inches	53		
80	Box	Sign pen .04 (black)	3		
81	Box	Sign pen Black 0.5 (Gel Pen)	2		
82	Box	Stabilo (Blue) (6s')	5		
83	Piece	Stamp pad (Blue)	3		
84	Box	Staple wire #35	6		
85	Piece	Stapler #35 with remover	15		



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.