



## REQUEST FOR QUOTATION

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

Date: \_\_\_\_\_  
P.R. No. : 19-262-264  
RFQ No. 2019-083  
ABC Amount PhP 101,000.00

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 **September 2, 2019** 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-EPS 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
1	unit	Laptop	1		
		I5-8250U Coffeelake			
		Quadcore 8cpu 3.4Hz-1.6ghz			
		4 GB DDR4 SDRAM			
		1TB Hard Drive			
		No Optical Drive			
		14 in HD 1366x768 RESO			
		Intel HD 620 VC 2GB			
		620 Gigabit Ethernet, IEEE 802.11 ac			
		Bluetooth 4.1			
		Windows 10 64-bit			
2	unit	Portable Printer	1		
		PRINT SPEED BLACK - ISO Laser comparable, Professional Mode: On AC: Up to 10 ppm, On Battery: Up to 9 ppm, General Office Mode: On AC: Up to 20 ppm, On Battery: Up to 18 ppm			
		PRINT SPEED COLOR - ISO Laser comparable, Professional Mode: On AC: Up to 7 ppm, on Battery: Up to 6 ppm, General Office Mode: On AC: Up to 19 ppm, On Battery: Up to 17 ppm			
		DUTY CYCLE (MONTHLY, A4) - Up to 500 pages			
		RECOMMENDED MONTHLY PAGE VOLUME - 100 to 300			
		PRINT TECHNOLOGY - HP Thermal Inkjet			



		PRINTER DRIVERS INCLUDED		
		DISPLAY - 2.0" Hi-Res MGD		
		PROCESSOR SPEED- 525 MHz		
		NUMBER OF PRINT CARTRIDGES - 2: 1 black, 1 color (cyan, magenta, yellow)		
		PRINT LANGUAGES - HP PCL 3 GUI		
		HP EPRINT CAPABILITY- Yes		
		MOBILE PRINTING CAPABILITY- HP ePrint; Wireless Direct Printing		
		WIRELESS CAPABILITY- Yes, via built-in wireless		
		CONNECTIVITY, STANDARD- 1 USB 2.0 + Wi-Fi		
		MINIMUM SYSTEM REQUIREMENTS- Windows 10, 8.1, 8, 7: 32-bit or 64-bit		
		COMPATIBLE OPERATING SYSTEMS- Windows 10, 8.1, 8, 7: 32-bit or 64-bit		
		MEMORY, STANDARD- 128 MB DDR3		
		MAXIMUM MEMORY - 128 MB		
		PAPER HANDLING INPUT, STANDARD- Up to 50		
		DUPLEX PRINTING - Manual (driver support provided)		
		BORDERLESS PRINTING- Yes (Up to 5 x 7 in, 127 x 177 mm)		
		MEDIA SIZES SUPPORTED- A4; A5 ; A6; B5 (ISO); B5 (JIS);envelopes (A2; C5; C6; DL); photo (10 x 15 cm; L; 2L); Japanese Postcard; Ofuku Hagaki		
		MEDIA TYPES- Plain Paper, HP Photo Papers, HP Matte Brochure or Professional Paper, HP Matte Presentation Paper, HP Glossy Brochure or Professional Paper, Other Photo Inkjet Papers, Other Matte Inkjet Papers, Other Glossy Inkjet Papers, Plain Paper, Light/Recycled		
		MEDIA WEIGHTS, RECOMMENDED- 75 g/m <sup>2</sup>		
		MEDIA WEIGHT, SUPPORTED- 60 to 300 g/m <sup>2</sup>		
		POWER- Input voltage: 100 to 240 VAC, 50 to 60 Hz; 200 to 240 VAC, 50 to 60 Hz		
		POWER CONSUMPTION- 15 watts (Active), 0.17 watts (Manual-Off), 3.9 watts (Standby), 1.14 watts (Sleep)		
		OPERATING TEMPERATURE RANGE- 5 to 40°C		
		RECOMMENDED OPERATING HUMIDITY RANGE- 15 to 90% RH		
		MINIMUM DIMENSIONS (W X D X H)- 364 x 186 x 69 mm		
		WEIGHT- 2.1 kg (2.2 kg - with battery)		
		PACKAGE WEIGHT- 3.6 kg		
		CABLE INCLUDED- 1 USB cable.		
3	unit	Desktop	1	
		Core i3-8100 4GB ddr4		
		GIGABYTE H310M Board		
		DVD rw		
		Atx case with PSU		



Mindoro State College  
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Technology

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		A4tech kb and ms			
		500 watts AVR			
		18.5 inch aoc led			
4	unit	Digital Camera	1		
		Fast Hybrid AF			
		179 Phase Detection Points			
		High Speed Contrast Detection Point			
		11 fps Burst Mode			
		4D Focus			
		24.3 MP APS-C HD Sensor			
		SKU-244500732_PH_333259974			
XX					
			TOTAL		

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

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 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.