



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Equipment in MinSCAT Calapan Campus

Date: _____
P.R. No. : 2019-73,85,96
RFQ No. 2019-057
ABC Amount PhP 362,044.00

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 **July 16, 2019** 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
LOT 1					
1	box	Binder clip 2"	5		
2	ream	Bond paper long substance 20	115		
3	ream	Bond paper short substance 20	15		
4	piece	Calulator (12 digits, big)	3		
5	piece	CD RW with cover	25		
6	piece	Clear folder long, black	70		
7	piece	Clear folder long, violet	80		
8	piece	Clear folder short	30		
9	piece	Combo ring 19mm	15		
10	piece	Combo ring 25mm	15		
11	piece	Combo ring 38mm	20		
12	bottle	Universal ink black	35		
13	bottle	Universal ink cyan	20		
14	bottle	Universal ink magenta	20		
15	bottle	Universal ink yellow	20		
16	piece	Correction tape (5mm x 6m)	15		
17	piece	Cutter big	3		
18	roll	Double adhesive tape	7		
19	piece	Eraser	10		
20	piece	Expanded folder long, green	50		
21	box	Gel ink pen 0.5 black	2		
22	piece	Highlighter pen (all available collors)	10		
23	piece	Lanyard	30		
24	box	Paper clips No. 50	5		
25	box	Permanent Pen Marker, black	1		



Mindoro State College
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Technology

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Alcate, Victoria, Oriental Mindoro 5205

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T/Fax No. (043) 2862368

26	pack	Specialty paper board, white, long 220gsm	15		
27	pack	Specialty paper board, white, short 220gsm	15		
28	box	Staple wire 10mm	2		
29	box	Staple wire 35mm	2		
30	pack	Sticker paper (10's)	15		
31	piece	USB 16 GB	2		
32	bottle	White glue 135g	4		
33	pad	Yellow pad paper	6		
34	piece	Acrylic tent card (5"x7")	5		
35	bottle	Permanent marker ink refill	1		
36	piece	Plastic ID holder 126mm x 95mm	30		
37	box	Plastic tabs/transparent (clear)	50		
38	piece	Puncher big, heavy duty	1		
39	piece	Ruler	2		
40	roll	Scotch tape 1"	15		
	LOT 2				
41	ream	Bond paper long substance 20	75		
42	ream	Bond paper short substance 20	50		
43	ream	Bond paper A4 substance 20	50		
44	ream	Mimeo paper long	100		
45	pack	Velum board long 180gsm	5		
46	piece	Folder expandable	50		
47	box	Paper clip vinyl coated, small	30		
48	box	Paper clip jumbo	25		
49	tube	Toner 2104H	15		
50	roll	Master roll	5		
51	box	Copy printer ink	15		
52	bottle	Printer refill ink black	30		
53	bottle	Printer refill ink yellow	20		
54	bottle	Printer refill ink cyan	20		
55	bottle	Printer refill ink magenta	20		
56	unit	Uninterrupted power supply	3		
57	roll	Masking tape 1"	10		
58	roll	Scotch tape 1"	20		
59	piece	Puncher	4		
60	piece	stapler	3		
61	piece	Record book 200's	15		
62	piece	Record book 300's	15		
63	piece	Correction tape	30		
64	pair	Scissors	5		
65	roll	Double sided tape 1"	6		
66	bottle	Glue 130ml	10		
67	piece	Ballpen matrix black	60		
68	box	Sign pen blue (12's)	3		
69	piece	Swivel chair low back	5		
70	pad	Sticky note (3x2)	25		
71	piece	Envelop (expandable)	50		
72	piece	Mailing envelop long	500		
73	piece	Battery alkaline AA	50		



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.