



REQUEST FOR QUOTATION

Supply and Delivery of Various Office Supplies in MinSCAT Bongabong Campus

The Mindoro State College of Agriculture and Technology (MinSCAT) through the Bids and Awards Committee invites interested firms/suppliers to submit quotation for the project **“Supply and Delivery of Various Office Supplies in MinSCAT Bongabong Campus”** with an Approved Budget for the Contract (ABC) of **One Hundred Forty Nine Thousand Eight Hundred Ninety Two Pesos (PhP149, 892.00)**. Quotation received in excess of the ABC shall be automatically rejected.

1. Price validity should be for a period of 120 calendar days.
2. The quotation must be submitted (can also be sent thru fax and email at the contact details listed below) to the Office of the Bids and Awards Committee, MinSCAT – Main Campus, Alcate, Victoria, Oriental Mindoro and shall be received by the Committee on or before 05:00PM on December 10, 2018.

Fax Number : (043) 286-2368

Email : minsctbac@gmail.com

3. The MinSCAT reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. MinSCAT neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

Joelene C. Leynes

BAC Chairperson

2nd Floor, Administration Building

MinSCAT – Main Campus

Alcate, Victoria, Or. Mindoro



REQUEST FOR QUOTATION

Date: _____

P.R. No. : _____

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 December 10,2018 in the return envelope attached herewith.

JOELENE C. LEYNES

VPAF/BAC Chairperson

- Note:**
1. All entries must be typewritten.
 2. Delivery Period within 7 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
1	Pcs	Ballpen (Gel pen .5) blk	240		
2	Pcs	Ballpen (Gel pen .5) red	80		
3	Bxs	Binder clips – 19 mm (3/4")	36		
4	Bxs	Binder clips – 25 mm (1")	36		
5	reams	Bond paper subs 20 – long	50		
6	reams	Bond paper subs 20 – short	50		
7	reams	Bond paper subs 20 A4	70		
8	Pcs	Calculator JF -120MS 12 digits 2 way power	10		
9	Pcs	Certificate holder – short – green	100		
10	Bxs	Coin envelop (8-1/2 Kraft) 500's	5		
11	Pcs	Correction tape	24		
12	Rolls	Double sided tape ½	24		
13	Bots	Elmer's glue 130 grams	24		
14	Pcs	Envelop w/ garter	60		
15	Bxs	Fastener	36		
16	reams	Folder long 14 pts (100's)	20		
17	Bxs	Ink refill for whiteboard 12's	8		
18	Pcs	Magazine file box single-green	50		
19	boxes	Mailing envelop white long	5		
20	Rolls	Packing tape clear	24		
21	Boxes	Paper clips – big	48		
22	Boxes	Paper clips – small	60		
23	Boxes	Pencil 12's	6		
24	Packs	Photo paper	24		
25	Rolls	Plastic cover #6	5		
26	Pcs	PP binder, 3 ring binder short 1.5"	6		
27	Cases	Press folder green (100's)	4		
28	Bxs	Push pins	24		



Mindoro State College Main Campus Bongabong Campus Calapan City Campus
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Technology e-mail address: mnsctmainop@gmail.com

Alcate, Victoria, Oriental Mindoro 5205

Mobile No. +639778467228

T/Fax No. (043) 2862368

29	Packs	Rechargeable battery AA (4's)	4		
30	Pcs	Record book 200 leaves	36		
31	Pcs	Scissor	12		
32	Rolls	Scotch tape 1"	36		
33	Rolls	Scotch tape ½	24		
34	Pcs	Stabilo	48		
35	Bxs	Staple wire #35	48		
36	Pcs	Stapler w/ remover	12		
37	Packs	Sticker paper	12		
38	Boxes	Thumbtacks	36		
39	Reams	Vellum board long (10 packs)	5		
40	Reams	Vellum board short (10 packs)	5		
41	Bxs	Whiteboard marker	8		
42	Bxs	Dressmaker's pin	50		
43	Pcs	USB 32GIG	10		
44	boxes	Chalk – dustless	24		
45	Pcs	Sign pen	36		
46	Pcs	Paper cutter 10 x 12	2		
47	Pcs	Paper cutter 380 x 300 mm	1		
		XX			
				TOTAL	

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

Canvassed By :

Authorized Canvasser



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