



Republic of the Philippines
**Mindoro State College
of Agriculture and
Technology**
Alcate, Victoria, Oriental Mindoro 5205

Main Campus **Bongabong Campus** **Calapan City Campus**
Alcate, Victoria Labasan, Bongabong Masipit, Calapan City
e-mail address: minscat_main@yahoo.com
Mobile No. +639178156228 T/Fax No. (043) 2862368

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies to be Used in Records Office in MinSCAT- Main 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 Office Supplies to be Used in Records Office in MinSCAT- Main Campus”** with an Approved Budget for the Contract (ABC) of **Fifty Two Thousand Five Hundred Pesos (PhP 52,500.00)**. **Quotation received in excess of the ABC shall be automatically rejected.** See details in Annex “A”

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 5:00PM on April 10, 2017.

Tele Fax : (043) 286-2368
Email : vghernandez_7@yahoo.com.ph

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.

Mr. Vicente G. Hernandez
BAC Chairman
2nd Floor, Administration Building
MinSCAT – Main Campus
Alcate, Victoria, Or. Mindoro



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Annex A

REQUEST FOR QUOTATION

_____ Date

Gentlemen:

The Mindoro State College of Agriculture and Technology desires to purchase the items listed below. Please quote your latest price, tax included, opposite the items you can furnish.

QTY	UNIT	ARTICLES/PARTICULARS	UNIT COST	AMOUNT
150	pcs	201 file folder		


Sir:

In connection with the above request, I/We submit my/our quotation as indicated above and I/We agree to furnish and deliver, in conformity with specifications, any or all the said items described above within _____ days upon receipt of Purchase Order.

Printed Name / Signature of Dealer

Tel No. / Cellphone No./e-mail address

Note: This Office reserves the right to reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer to the College.


ANSELMO R. ULEP, JR.
Supply Officer III


VICENTE G. HERNANDEZ
VPAF & BAC Chairperson