



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 Various Office Supplies 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 Various Office Supplies in MinSCAT-Main Campus”** with an Approved Budget for the Contract (ABC) of **Ninety Two Thousand Five Hundred Thirty Five Pesos and 50/100 (PHP 92,535.50)**. **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 July 21, 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



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
91	ream	Bookpaper long S20		
56	ream	Bookpaper short S20		
6	ream	Bond paper long S18		
1036	pcs	Ordinary folder long pt.14		
700	pcs	brown envelop long		
1100	pcs	mailing envelop long white		
252	pcs	clear folder long green		
8	pcs	clear folder long red		
8	pcs	clear folder long yellow		
10	box	plastic fastener		
13	box	paper clip jumbo coated		
9	box	paper clip small coated		
17	pcs	correction tape		
2	pcs	lead pencil refill 0.7mm		
4	pcs	rubber eraser medium staedler		
26	box	staple wire #35		
3	pcs	pentle pen pilot broad black		
7	roll	scotch tape 1" big		
4	roll	masking tape 1" big		
56	pcs	cartolina yellow & green		
3	pack	push pin		
12	pcs	ballpen black pilot		
13	box	index tab		
2	box	pencil mongol		
40	ream	bookpaper A4 sus. 20		
10	roll	packing tape big		
28	pcs	pentle pen black pilot		
80	pcs	manila paper		
6	pcs	arc folder 3" green, 2 ring		
2	ream	mimeo paper long WW		
2	ream	mimeo paper short WW		
2	pcs	sign pen G-tech-C4 pilot		
130	pcs	expanded envelop long green		
1	tube	cutter HD		
17	roll	double sided tape big		
82	pcs	ballpen black HBW		
14	pcs	record book 500pp		
3	pack	vellum board paper short yellow		
11	bot	elmers glue 135gms		
1	bot	paste		



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2	box	binder clip 1/4"		
3	pcs	stapler with remover		
1	pcs	wyeteboard marker black		
1	pack	energizer battery AAA		
3	pack	colored bond long, green		
3	pcs	Colored bond long, yellow		
1	pcs	calculator 12 digits		
2	spl	TW ribbon		
3	box	carbonpaper long plastofoil		
3	pack	specialty paper long cream		
1	tube	cutter blade big		
5	pcs	parker refil, 0.75		
6	pcs	scissors big HD		
14	pack	sticker paper long		
1	box	binder clip 1 1/2"		
1	box	binder clip 1"		
1	box	binder clip 3/4"		
5	roll	scotch tape 2" big		
200	pcs	expanding folder long green		
10	pack	board paper long white		
30	pcs	magazine rack long		
10	pack	board paper long cream		
200	box	pay envelop 5x8		
5	pcs	puncher HD		
1	pad	sticky note pad 3x3		
20	pad	sticky tab 76x19mm		
40	pack	board paper short white		
20	pcs	clear folder short, green		
50	box	chalk, yellow enamel		
350	pcs	brown envelop short		
25	pcs	black board eraser		
20	pcs	class register (form 1)		
20	pcs	class record		


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