



## REQUEST FOR QUOTATION

### Supply and Delivery of Office Equipment 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 Office Equipment in MinSCAT - Bongabong Campus**" with an Approved Budget for the Contract (ABC) of **Fifty Three Thousand Pesos (Php 53,000.00)**. **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](mailto: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

2<sup>nd</sup> 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 \_\_\_\_ 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	Executive chair	2		
2	Pcs	Visitor's Chair	2		
3	Pc	Steel cabinet – 4 layers, color gray, wrinkled heavy duty	1		

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