



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 **One Hundred Sixty Eight Thousand Three Hundred Sixty Two Pesos and 50/100 (PhP 168,362.50)**. 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 October 15, 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 October 15, 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 | Magazine rack (green) | 60 | | |
| 2 | pcs | Magazine rack (blue) | 10 | | |
| 3 | pcs | Magazine rack (black) | 10 | | |
| 4 | pcs | Magazine rack (red) | 10 | | |
| 5 | pcs | Flashdrive, 32GB | 3 | | |
| 6 | pcs | USB Flashdrive, OTG, 64GB | 1 | | |
| 7 | pcs | Micro SD Card, 32GB | 2 | | |
| 8 | pcs | Index box | 3 | | |
| 9 | pack | Index card 5x8 | 5 | | |
| 10 | pcs | Scissors | 5 | | |
| 11 | pcs | record book, 250 pages | 20 | | |
| 12 | pcs | Record Book (300 sheets) | 13 | | |
| 13 | pcs | Record Book, 500pages, 7x11 | 10 | | |
| 14 | reams | Book Paper sub 20, long | 103 | | |
| 15 | reams | Book paper, sub 20, short | 85 | | |
| 16 | reams | Book paper, sub 20, A4 | 30 | | |
| 17 | reams | Bond paper sub 16, long | 10 | | |
| 18 | reams | Bond paper, sub 16, short | 10 | | |
| 19 | liter | ink black 1000ml | 2 | | |
| 20 | bottle | ink refill black 100ml | 11 | | |
| 21 | bottle | ink refill, yellow, 100ml | 5 | | |
| 22 | bot | Ink refill, cyan, 100ml | 5 | | |
| 23 | bot | Ink refill, magenta, 100ml | 5 | | |
| 24 | set | Ink Cartridge, brother J100 | 4 | | |
| 25 | pcs | Ballpen, black, Pilot | 66 | | |
| 26 | pcs | Ballpen, blue | 24 | | |
| 27 | pcs | ballpen, red | 14 | | |
| 28 | pcs | pentel pen, black | 4 | | |
| 29 | pc | stapler w/ remover, HD | 5 | | |



Mindoro State College of Agriculture and Technology

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Alcate, Victoria, Oriental Mindoro 5205

Mobile No. +639778467228

T/Fax No. (043) 2862368

| | | | | | |
|----|--------|---|-----|--|--|
| 30 | boxes | Staple wire No. 35 | 23 | | |
| 31 | pcs | Folder long, white | 870 | | |
| 32 | pcs | Folder, short, white | 50 | | |
| 33 | pcs | clear folder short | 15 | | |
| 34 | pcs | Clear folder, Long (green,red, yellow,blue, orange) | 240 | | |
| 35 | pcs | Expandable envelope, green, long | 64 | | |
| 36 | bundle | white mailing envelope, short | 20 | | |
| 37 | bundle | white mailing envelope, long | 20 | | |
| 38 | pcs | Window envelope | 100 | | |
| 39 | packs | Special paper, long, white | 5 | | |
| 40 | pcs | sticker paper, 4x3 | 2 | | |
| 41 | packs | sticker paper, 8.5x13 | 12 | | |
| 42 | pcs | correction tape | 39 | | |
| 43 | pc | correction fluid | 1 | | |
| 44 | boxes | coated fastener | 12 | | |
| 45 | boxes | paper clip, big | 13 | | |
| 46 | boxes | paper clip, small | 4 | | |
| 47 | boxes | binder clip 1 & 1/2" | 3 | | |
| 48 | boxes | binder clip, 3/4" | 3 | | |
| 49 | box | binder clips, 2" | 2 | | |
| 50 | boxes | binder clip, 1" | 4 | | |
| 51 | pcs | stabilo yellow | 5 | | |
| 52 | pcs | stabilo, green | 6 | | |
| 53 | pcs | scotch tape, 2" | 4 | | |
| 54 | pcs | scotch tape 1" | 22 | | |
| 55 | pcs | double sided tape, 1" | 12 | | |
| 56 | pad | sticky note (1.3x7.6cm) (1/2 x 3") | 5 | | |
| 57 | unit | Steel cabinet, 4 drawers | 1 | | |
| 58 | unit | Office table | 2 | | |
| 59 | bot | air freshener | 6 | | |
| 60 | pc | brown envelope long | 350 | | |
| 61 | pc | brown envelop, short | 100 | | |
| 62 | bot | elmer's glue big | 6 | | |
| 63 | bot | pentel pen ink refill black, pilot | 3 | | |
| 64 | bottle | whiteboard marker, ink refill | 1 | | |
| 65 | bottle | super color marker ink | 1 | | |
| 66 | pcs | expandable folder,yellow/green, Long | 30 | | |
| 67 | pc | Canon 810 cartridge | 10 | | |
| 68 | pc | Canon 811 cartridge | 6 | | |
| 69 | ream | colored paper, asstd. | 1 | | |
| 70 | pc | sign pen | 2 | | |
| 71 | box | push pins | 4 | | |
| 72 | pcs | calculator, 12 digits, big | 4 | | |
| 73 | pcs | calculator, 12 digits, small | 1 | | |
| 74 | box | carbon paper, long blue | 2 | | |
| 75 | box | index tab | 8 | | |
| 76 | pcs | looseleaf folder, green | 200 | | |
| 77 | box | pencil, no.2 | 11 | | |
| 78 | pcs | ruler, plastic, 12" | 3 | | |
| 79 | bottle | stamp pad ink | 2 | | |
| 80 | pc | Stamp pad | 1 | | |
| 81 | pcs | photopaper | 10 | | |
| 82 | packs | board paper, green, short | 3 | | |
| 83 | packs | board paper, crème, long | 3 | | |

