



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

Procurement of Office Supplies for Various Offices 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 **“Procurement of Office Supplies for Various Offices in MinSCAT – Main Campus”** with an Approved Budget for the Contract (ABC) **One Hundred Forty One Thousand Nine Hundred Thirty Six Pesos (PhP 141,936.00)**. **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 5:00 PM on March 12, 2015

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
140	reams	Book Paper - Long S-20		
100	reams	Book Paper Short S-20		
33	reams	Book Paper - A4		
25	reams	Mimeographing paper - long		
20	reams	Mimeographing paper - short		
20	packs	Special Paper - long - white		
2	pack	Special Paper - long - cream		
2	packs	Special Paper - Short - cream		
5	packs	Board paper - Short - Yellow		
5	packs	Board paper - Long - Cream		
5	packs	Board paper - short - Cream		
30	pcs	Colored paper - Assorted Color		
2	pads	Yellow Paper		
100	pcs	Krafted Folder - Long		
600	pcs	Expanded Envelope		
598	pcs	Expanded Folder - Long		
105	pcs	Sliding Folder - green - short		
112	pcs	Clear Folder - Long - Green		
100	pcs	Clear Folder - Short - Green		
650	pcs	White Folder - Long		
200	pcs	White Folder - Short		
150	pcs	Brown Envelope - Long		
12	pcs	Brown Envelope - Short		
2	pads	Carbon Paper - Black - Globiana		
15	boxes	Index Tab - Clear		
5	pcs	Record Book - 150 pages		
5	pcs	Record Book - 300 pages		
5	pcs	Record Book - 500 pages		
2	dozens	Plastic Folder - Long - Green		
1	box	Film Carbon - Plastofoil - 216mmx330mm		
30	reams	Bond long S 16		
30	reams	Bond - Long - S 16		
5	packs	paper sticker - long		
4	pcs	Double sided Tape		
10	boxes	Staple Wire No. 35		
48	pcs	Ball pen - black		
25	pcs	Ball pen - red		
24	pcs	Ball pen - blue		
5	pcs	Sign Pen - Pilot G-Tec - C4		
3	bots	Snopake - Liquide Eraser		



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3	bots	Glue		
26	pcs	Pencil - Mongol		
20	boxes	White Board marker ink - refill, black		
77	pcs	white board marker - black		
5	pcs	white board marker - blue		
5	pcs	white board marker - red		
17	pcs	Stabilo Boss, yellow/ green		
5	pcs	Pentel Pen - Black		
4	pcs	Pentel Pen - Blue		
25	pcs	Binding Element - 1/2" - 12mm		
25	pcs	Binding Element - 3/4" - 20 mm		
25	pcs	Binding Element - 1" - 25 mm		
25	pcs	Binding Element - 2" -51mm		
2	pcs	Cutter - Big		
1	pc	Paste - Big		
1	box	Window Envelope - Long - White		
2	pcs	Paper Cutter		
5	pcs	Ruler		
1	dozen	Certificate Holder - Long - Green		
1	dozen	Certificate Holder - Short - Green		
4	pcs	Staple with staple remover		
1	pc	Calculator		
14	rolls	scotch tape - 1inch		
3	rolls	Masking Tape		
3	rolls	Double Sided tape - Big		
10	pcs	Magazine Rack - green		
1	pc	stamp pad - big		
2	bottles	Stamp pad ink		
12	boxes	Binder Clip - Big, Small		
7	boxes	Fastener - Coated		
10	boxes	Fastener - Metal		
6	boxes	Paper clip - big		
9	boxes	paper clip - small - coated		
6	boxes	paper clip - medium		
1	pc	Pledge - small		
6	pcs	Scissors HD		
4	boxes	push pin		
15	boxes	Chalk - yellow enamel		
14	pcs	Correct Tape		
3	pcs	Steadler Eraser		
1	pc	Staple Remover		
3	pcs	Puncher - Heavy duty		
2	packs	Cutter Blade		
3	pcs	rubber eraser		
70	pcs	Parker Refill - Ballpen, Medium		
10	pcs	Parker Refill - Sign Pen, 0.7, Medium		
5	boxes	Pay Envelop 4" x 7"		
2	pcs	Cork Board - Big		
1	pc	Tape Dispenser		
1	roll	Plastic cover - Thick		
20	pcs	Ballpen - Uni Ball Impact, UM - 153 S		
200	pcs	Cartolina, Green		



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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