



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](mailto: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 Construction Supplies and Materials for the Construction of Agriculture Building Phase III in MinSCAT Main Campus** with an Approved Budget for the Contract (ABC) of **One Hundred Twenty Five Thousand Three Hundred Thirty Three Pesos (PhP 125,333.00)**. **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 24, 2017.

Tele Fax        :        (043) 286-2368  
Email         :        [vghernandez\\_7@yahoo.com.ph](mailto: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  
2<sup>nd</sup> 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
10	reams	Bond paper A4 subs 20		
120	reams	Bond paper long subs 20		
44	reams	Bond paper short subs 20		
180	pcs	Folder long pt.14		
15	roll	Scotch tape 1"		
2	roll	Packaging tape big		
6	pad	Sticky tab 76x19mm		
6	pad	Sticky note pad 3"x3"		
2	box	Index tab		
40	roll	Double sided tape 1"		
50	pack	Vellum paper short		
60	pack	Vellum paper long		
5	pcs	Stabilo boss green		
8	bot	Elmers glue 135gms		
15	pcs	Glue stick big		
265	pcs	Clear folder long green		
110	pcs	Clear folder short green		
300	pcs	Expanding folder long		
2	box	Ballpen black, matrix		
20	pcs	Binding element ¼"		
20	pcs	Binding element ½"		
20	pcs	Binding element 1/3"		
20	pcs	Binding element 1" flat		
20	pcs	Binding element 1.25"		
20	pcs	Binding element 1.5" flat		
20	pcs	Binding element 2" flat		
20	pcs	Correction tape		
20	box	Staple wire #35		
50	pcs	DVD-RW		
10	box	Fastener, plastic		
1	pcs	Cork board ¼		
1	pcs	White board big		
1	pcs	White board eraser		
6	box	Wyteboard marker black		
50	pcs	Folder short pt.14		
6	pcs	Staple with remover		
3	pcs	Scissors big		
3	box	Pencil		
4	box	Ballpen, black HBW		



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25	pcs	CD-RW		
40	pcs	Brown envelop short		
20	pcs	Brown envelop long		
1	pcs	Calulator		
120	pcs	Expanding envelop with garter green		
5	roll	Masking tape 1"		
75	bots	Wyteboard marker ink refill black		
2	pcs	Incoming/Outgoing tray 2 layer		
5	pcs	Picture frame 8.5x11		
2	pcs	Puncher		
3	ream	Colored paper long		
100	pcs	Cartolina, white & green		
1	bot	Stamp pad ink purple 473ml		
1	bot	Rugby 350ml		
100	ream	Bond paper short subs 16		
3	box	Binder clip 11mm (.5")		
3	box	Binder clip 31mm		
3	box	Binder clip 41mm		
3	box	Binder clip 51 mm		
1	box	Ballpen red, HBW		
1	pc	External hard drive 1TB		
5	pcs	Flash drive 32gb		
3	pcs	USB mouse optical		
2	bots	Ink refill black 100ml		
2	bots	Ink refill cyan 100ml		
2	bots	Ink refill yellow 100ml		
2	bots	Ink refill magenta 100ml		
3	pcs	Ink cartridge –brother J100 colored		
1	pc	Ink cartridge – brother J100 black		
1	pc	USB keyboard		
2	liters	Ink refill black		

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