



Mindoro State College of Agriculture and Technology

E-mail: mnsctmainop@gmail.com

Website: www.minscat.edu.ph

Phone: (+63) 977-8467228 TeleFax: (+63) (43) 2862368

Main Campus
Alcate, Victoria

Bongabong Campus
Labasan, Bongabong

Calapan City Campus
Masipit, Calapan City



REQUEST FOR QUOTATION Supply and Delivery of Various Office Supplies in MinSCAT Calapan City 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 Materials for Cabinets of Supply Office in MinSCAT Calapan City Campus”** with an Approved Budget for the Contract (ABC) of **One Hundred Three Thousand Seven Hundred Sixty Five and 50/100 (PhP 103,765.50)**. **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 05:00PM on September 18, 2018.

Tele Fax : (043) 286-2368
Email : mnsctbac@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



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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
80	reams	Bond Paper A4 sub. 20		
1	box	Uni Sign Pen Black 1.0		
50	pcs	Brown Envelope short		
20	box	Staple No. 35		
15	rolls	Double Sided 1"		
1	gross	Thumb tacks		
5	box	Safety Pins		
15	box	Paper Fastener (Plastic)		
2	box	Carbon Paper		
5	bottle	White Board Refill Ink		
3	rolls	Fax paper		
5	rolls	Adding Machine Tape		
3	box	Mailing Envelope White Long		
20	pcs	Correction Tape		
16	bottle	Epson Refill Ink 664 (black 10, Magenta 6)		
5	bottle	Toner 2014H		
15	bottle	Zonrox 1 Liter		
10	bottle	Air Freshener spray		
15	bottle	Domex 500ml		
15	bottle	Baygon Spray waterbased 5000ml		
10	bottle	Dishwashing Liquid		
10	bottle	Hand Soap 1 Liter		
10	rolls	Cord (for filling of COA & Acctg. Docs)		
5	can	Car Air Freshener (california scent)		
2	pcs	Tape Dispenser big heavy duty		
3	pcs	Puncher		
4	pcs	Calculator 12-Digit (Casio)		
1	unit	Paper Shreder		
20	ream	Bond Paper Short (sub. 20)		
2	pcs	Jumbo Bathroom Tissue Dispenser		
12	panels	Curtains		



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2	rolls	Linoleum		
6	pcs	Extreme Stackable Box Z-1500		
30	kl	Detergent Powder 1kl		
3	pcs	Stapler with Remover		
		VAT Inclusive		

Madam:

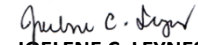
In connection with the above request, I/We submit my/our quotation as indicated above and I/We agree to furnish and deliver, in conformity with specifications, any or all the said items described above within _____ days upon receipt of Purchase Order.

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.


ANNABELLE Q. MADRIGAL
Supply Officer I


JOELENE C. LEYNES
VPAF & BAC Chairperson