

# PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

## REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Campus: CENTRAL MINDANAO  
Address/ Contact Details: Nangka, Balo-I, Lanao del Norte

Quotation No.: 22-10-137  
Date : October 17, 2022

**GENTLEMEN:**

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within 30 calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
			<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>		
	11	pack	Clear Sheet Protectors (Legal, Pack of 100's)		
	34	pc	Arch Files Specifications: CP 350 7cm, Legal, Paper-bound cover, 2.5" Ring Diameter, Color: Blue		
	22	pc	Metal Non-Slip Bookend Bracket Heavy Book End Office Book Stopper, Stainless Steel, Size: 17.8x9cm		
	2	pc	Whiteboard, 4x8ft		
	21	pc	half Whiteboard half corkboard 3x5		
	1	pc	Paper Cutter Metal (A4 Size)		
			<b>TOTAL</b>		

Delivery Term : \_\_\_\_\_  
Delivery Time : \_\_\_\_\_  
Payment Term : \_\_\_\_\_

Very truly yours,

  
**ELENA P. MARMES**  
**PURCHASER**

Telefax: \_\_\_\_\_

Authorized Company  
Representative : \_\_\_\_\_

**PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:**

\_\_\_\_\_  
(Signature Over Printed Name)

### IMPORTANT

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify the brand and make.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone nos. : \_\_\_\_\_  
T.I.N. : \_\_\_\_\_

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FORM & NOTICE  
(GOODS)**

Office/ Campus:	CENTRAL MINDANAO
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Project:

**Procurement of Non-common Office Supplies for 4th Quarter**

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - CENTRAL MINDANAO CAMPUS intends to apply the sum of **Fifty-Six Thousand Five Hundred Thirty Pesos and 00/100 (P56,530.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project:

**TERMS OF REFERENCE:**

Please submit your quotations/proposals duly signed by you or your authorized representative not later than **October 24, 2022** up to 10:00AM for the items described at the back, subject to the Terms of Reference provided below.

1. Bidders shall Provide **correct and accurate information** required in this form.
2. Quotations must be placed inside an envelope and duly sealed.
3. Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
4. Price quotation/s to be denominated in **Philippine pesos** include all taxes, duties, and/or levies payable.
5. **Award of Contract** shall be per item basis and shall be made to the lowest and responsive quotation which complies with the terms of reference stated herein.
6. Bidder must submit a copy of the following documents together with his quotations/proposals to ensure that the said consultant is technically, legally and financially capable to undertake the proposed project:
  - Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
  - PhilGEPS certificate of registration;
  - Income/Business Tax return; and
  - Omnibus Sworn Statement
7. All submitted documents must be signed in the bottom by the bidder or any authorized representative and place it in an enveloped and must be sealed.
8. The PSHS-CMC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Quotations may be submitted manually at the address and contact number indicated above.

For any clarification, you may contact Mr. Carlito C. Lariosa through cellphone no. (063)836-0098 or email address at [BAC@cmc.pshs.edu.ph](mailto:BAC@cmc.pshs.edu.ph).

  
IAN CRIS L. CADILE  
BAC Chairperson