

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM		REQUEST FOR QUOTATION FORM & NOTICE (GOODS)	
Office/Campus:	Philippine Science High School – Central Mindanao Campus		
Address/Contact Details:	Nangka, Baloi, Lanao del Norte / (063)836-0098		

Quotation No. : 20-02-020
Date : February 17, 2020

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 **thirty (30)** working 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 PRICES MUST BE TAX (VAT) INCLUSIVE	UNIT COST	TOTAL COST
1	15	pc	Medallion for proficiency		
2	30	pc	Medallion for academic awards		
3	90	pc	Customized diploma holder		
4	150	pc	Medallion (from grade 7-12)		
Delivery Term : _____					
Delivery Time : _____					
Payment Term : _____					

Very Truly yours,

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

ELENA P. MARMES
PURCHASER

Authorized Company
Representative : _____
(Signature Over Printed Name)

Telefax:

IMPORTANT 1. Prices must be typewritten in ink clearly. 2. If offering a substitute/equivalent, specify the brand and make.	Company Name	:	_____
	Address	:	_____
	Telephone Nos.	:	_____
	T.I.N.	:	_____

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Project:

Procurement of Medallion and Diploma Holder for the Commencement Exercises

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM – CENTRAL MINDANAO CAMPUS intends to apply the sum of One Hundred Twenty One Thousand Five Hundred Pesos & 100/00 (Php 121,500.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project.

Please submit your quotations/proposals duly signed by you or your authorized representative not later than February 25, 2020, up to 10:00 am for the items described at the back, subject to the Terms of Reference provided below.

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

For any clarification, you may contact Mr. Ian Cris L. Cadile through cellphone no. (063)836-0098 or email address at bac@cmc.pshs.edu.ph.

TERMS OF REFERENCE:

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**
8. 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.
9. 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.


CARLITO C. LARIOSA
 BAC Chairman