



Republic of the Philippines
 Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL - CENTRAL MINDANAO CAMPUS
BIDS AND AWARDS COMMITTEE
 Nangka, Balo-i, Lanao del Norte
 Telephone Nos. (063) 836-0098

REQUEST FOR QUOTATION

The Philippine Science High School – Central Mindanao Campus, through its Bids and Awards Committee, intends to apply the sum of Six Hundred Thirty Two Thousand Six Hundred Seven Pesos & 90/100 (Php 632,607.90) being the Approved Budget for the Contract (ABC) to pay for the procurement of Non-Common Office Supplies for 1st Quarter CY 2017 as stipulated in PR No 17-03-006. With the following description:

Item	Unit	Description	Quantity	Unit Cost	Total Cost
1		COMMON ELECTRICAL SUPPLIES			
2	pc	ADAPTER, Lightning Digital AV Adapter	1	3,000.00	3,000.00
	pc	ADAPTER, Lightning to VGA Adapter	1	3,000.00	3,000.00
	pc	ADAPTER, Mini Display Port to VGA Adapter	1	2,000.00	2,000.00
	pack	BATTERY, 9volts, alkaline	7	100.00	700.00
	pc	CONVENIENCE OUTLET, 3 gang, universal	11	70.00	770.00
	pc	LED Bulb, blue	50	5.00	250.00
	pc	LED Bulb, green	50	5.00	250.00
	pc	LED Bulb, red	50	5.00	250.00
	pc	LED Bulb, white	50	5.00	250.00
	pc	RESISTOR, 1K	50	1.00	50.00
	pc	RESISTOR, 220 ohms	50	1.00	50.00
	pc	RESISTOR, 330 ohms	50	1.00	50.00
	pc	RESISTOR, variable 5K	50	10.00	500.00
	pc	WIRE PLUG	11	20.00	220.00
	pc	WIRE, 14 AWG, stranded duplex	60	30.00	1,800.00
		COMMON OFFICE EQUIPMENT			
	unit	PRINTER, inkjet,, with CISS tank system	4	4,550.00	18,200.00
	unit	PRINTER, 3-in-1, Ink Tank System	6	7,595.00	45,570.00
		COMMON OFFICE SUPPLIES			
	pc	ARC FILE (Top clip/vertical clip), F4	20	295.00	5,900.00
	pc	ARC FILE, 3 inch, 2 hole, legal, portrait	10	295.00	

					2,950.00
	pc	AIR FRESHENER, Hang it Fresh, wild lavender scent	5	100.00	500.00
	pair	BOOK ENDS, small, steel	46	295.00	13,570.00
	pc	CERTIFICATE FRAME, 18.5"x11"	12	150.00	1,800.00
	PC	CHALK HOLDER	11	100.00	1,100.00
	pack	CLEARBOOK Refill, LEGAL SIZE, 25 Leaves	4	50.00	200.00
	pack	CLEAR SHEET PROTECTORS, legal, heavy duty, reinforced binding edge, 100pcs/pack	4	300.00	1,200.00
	pc	CLIPBOARD, legal, high quality	19	100.00	1,900.00
	pc	CORK BOARD 3x5 inches size	1	800.00	800.00
	pc	CORK BOARD, 1.5 by 2 ft	12	600.00	7,200.00
	pc	CORRECTION PEN with metal tip	6	65.00	390.00
	pc	DESK TRAY, metal, 3 layers	2	450.00	900.00
	pc	DESK TRAY, plastic, 3 layers, black	2	450.00	900.00
	pc	FILE BINDER REFILL, legal size, 2 in, 2 holes, landscape	1300	3.75	4,875.00
	pack	PRESSBOARD CLASSIFICATION FOLDERS, with fastener, legal size, 100% recycled, pack of 10	10	2,300.00	23,000.00
	pc	Glue Stick (Big)	12	8.00	96.00
	pc	HANGING FILE FOLDER FRAME, legal	1	600.00	600.00
	pc	HANGING FILE FOLDER, Legal	20	35.00	700.00
	pc	INDEX CARD, 5" x 8", 100s/pad	2	60.00	120.00
	pc	INK REFILL, marking pen, permanent, black	5	80.00	400.00
	pc	INK REFILL, marking pen, permanent, blue	5	80.00	400.00
	pc	INK REFILL, marking pen, permanent, red	4	75.00	300.00
	pc	INK REFILL, marking pen, whiteboard, black	15	75.00	1,125.00
	pc	INK REFILL, marking pen, whiteboard, blue	15	75.00	1,125.00
	pc	INK REFILL, marking pen, whiteboard, red	4	82.50	330.00
	pc	LABEL HOLDER, 150mm x 75 mm, self adhesive, clear	100	75.00	7,500.00
	pc	MAGNIFYING GLASS, heavy duty	2	266.00	532.00
	pack	MAGIC TAPE, refill roll, 19mm x 25 mm, pack of 3, synthetic adhesive	20	200.00	4,000.00
	pack	MARKER, low odor, dry erase, chisel point, assorted colors, pack of 4	5	400.00	2,000.00
	pack	MARKER, 3 set neon page marker colored index tabs flags	5	280.00	1,400.00

	pack	MARGIN ULTRA TABS, 2.5" x 1", 24 repositionable tabs, two-side writable	100	200.00	20,000.00
	roll	TAPE. Double sided 1"	7	30.00	210.00
	pc	T-SQUARE, wooden with transparent edging scale	30	500.00	15,000.00
	box	THUMB TACKS	5	7.10	35.50
	pc	WHITEBOARD. 8 x 12 inches	40	45.00	1,800.00
		COMMON JANITORIAL SUPPLIES			
	bar	DETERGENT BAR, 4pc/bar	29	27.50	797.50
	pc	DOORMAT, large, rubberized	5	78.00	390.00
	pc	Feather Duster	1	50.00	50.00
	gal	GLASS CLEANER	3	198.00	594.00
	pair	GLOVES, rubber, cotton yarn	12	45.00	540.00
	pair	GLOVES, safety, rubberized	10	180.00	1,800.00
	pair	GLOVES, working, with rubber palm	25	180.00	4,500.00
	pcs	Hand Soap Bar	5	32.00	160.00
	bottles	Hypo 1 galons	5	100.00	500.00
	pairs	Laundry Gloves	5	45.00	225.00
	pcs	Mask disposable	60	7.50	450.00
	box	Matchsticks (12pcs/box)	3	7.50	22.50
	bottle	Muriatic 900 ml	3	50.50	151.50
	liter	Muriatic Acid	5	125.00	625.00
	pc	PAILS, large, with cover	1	500.00	500.00
	pair	RUBBER BOOTS, #7	2	344.95	689.90
		OFFICE EQUIPMENT AND ACCESSORIES			-
	pc	DOCUMENT TRAY DISPLAY RACK, A4	10	60.00	600.00
	pc	3 - DRAWER MOBILE PEDESTAL	10	5,000.00	50,000.00
	pc	FILE CABINET, 5 drawers, office supplies desk storage	50	1,000.00	50,000.00
	pcs.	Glue Gun - Big (Heavy Duty)	1	300.00	300.00
	pc	LITERATURE ORGANIZER/DOCUMENT SORTER, 12-compartment, black	5	2,500.00	12,500.00
	pc	Steel Cabinet, 4 layer, centralized key, white	2	7,200.00	14,400.00
	pc	Steel Cabinet, 4layer, with centralized key, Jackson	1	7,500.00	7,500.00

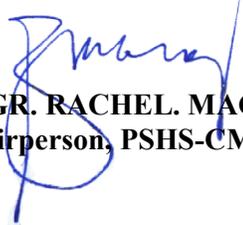
	pc	Steel Cabinet, lateral, 4 drawers	1	12,000.00	12,000.00
	pc	STORAGE BOX, with lid, blue, legal	100	250.00	25,000.00
	pc	Swivel Chair, gaslift, with backrest and armrest	1	3,500.00	3,500.00
	unit	Water Dispenser Table Top	1	1,000.00	1,000.00
	unit	Water Dispenser, cold/hot	3	3,500.00	10,500.00
	pc	WALL CLOCK, round	1	500.00	500.00
		PAPER MATERIALS AND PRODUCTS			-
	ream	PAPER, bond, colored, legal, blue	14	300.00	4,200.00
	ream	PAPER, bond, colored, legal, green	3	175.00	525.00
	ream	PAPER, bond, colored, legal, pink	23	175.00	4,025.00
	ream	PAPER, bond, colored, legal, yellow	2	175.00	350.00
	ream	PAPER, bond, colored, short, blue	2	125.00	250.00
	ream	PAPER, bond, colored, short, green	2	125.00	250.00
	ream	PAPER, bond, colored, short, pink	2	125.00	250.00
	ream	PAPER, bond, colored, short, yellow	2	125.00	250.00
	ream	PAPER, bond, colored, A4, blue, S20	50	250.00	12,500.00
	ream	PAPER, bond, colored, A4, green, S20	50	251.00	12,550.00
	ream	PAPER, bond, colored, A4, pink, S20	50	252.00	12,600.00
	ream	PAPER, bond, colored, A4, yellow, S20	50	253.00	12,650.00
	pack	PAPER, specialty long, white, board type	155	45.00	6,975.00
	pack	PAPER, specialty long, white, plain type	5	30.00	150.00
	pack	PAPER, specialty short, white, board type	155	45.00	6,975.00
	pack	PAPER, specialty short, white, plain type	34	30.00	1,020.00
	pack	PAPER, specialty, sky blue, board type	100	50.00	5,000.00
	pc	PAPER, STICKER, yellow green, legal	12	12.50	150.00
	packs	PAPER, STICKER, white, non-glossy, short	12	32.00	384.00
	pack	PAPER, STICKER, white, glossy, short	10	38.00	380.00
	pack	PAPER, STICKER, A4, matte finish, 80GSM, pack of 10	52	40.00	2,080.00
	pack	PHOTO PAPER, 10pcs/pck	12	100.00	1,200.00
		ELECTRICAL EQUIPMENT AND COMPONENTS AND SUPPLIES			-

	pc	HDMI CABLE, 3m	11	300.00	3,300.00
	pc	MULTI-TESTER, digital, heavy duty, branded	10	1,500.00	15,000.00
	pc	PROJECTOR CABLE, Vga, high resolution, 5 meters	2	1,500.00	3,000.00
	pc	STOPWATCH	8	300.00	2,400.00
		COMPUTER SUPPLIES			-
	pc	MEMORY CARD READER, USB 3.0, all-in-one	1	400.00	400.00
	pc	MOUSE, wireless with keyboard, USB connection type	11	950.00	10,450.00
	pc	MOUSE, wireless	20	500.00	10,000.00
		COMPUTER EQUIPMENT AND ACCESSORIES			-
	pcs	2GB Video Card	4	3,500.00	14,000.00
	unit	Computer table	2	2,500.00	5,000.00
	pc	EXTERNAL DVD WRITER	1	3,750.00	3,750.00
	pc	LASER PRESENTATION POINTER	11	900.00	9,900.00
	pc	SPEAKER, PC Multimedia Speaker System, speakers with subwoofer, 2.1 Channel	1	5,500.00	5,500.00
	pc	USB Hub, 4 ports, USB 3.0	1	500.00	500.00
	pc	USB wifi wireless adapter	1	530.00	530.00
	unit	Uninterruptible Power Supply, 650va	1	2,600.00	2,600.00
	unit	Uninterruptible Power Supply, 1200va	20	3,000.00	60,000.00
		TOTAL			632,607.90

The PSHS-CMC now invites suppliers to submit price quotations for the above items. Please submit your quotations/proposals duly signed by you or your authorized representative not later than March 23, 2017, up to 4:00 pm for the items described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

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. 09275159601 or email address at iancris2003@yahoo.com.


ENGR. RACHEL. MACAMAY
Chairperson, PSHS-CMC BAC

TERMS AND CONDITION

1. Bidders shall provide **correct and accurate information** required in this form.
2. Quotations must be placed inside an envelope and duly sealed.
3. Delivery/completion within thirty (30) calendar days upon receipt of approved Purchase Order (PO).
4. **Price quotation/s** must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
5. Price quotation/s, to be denominated in **Philippine pesos** include all taxes, duties, and/or levies payable.
6. **Award of contract** shall be **per item basis** and shall be made to the lowest and responsive quotation which complies with the terms and conditions stated herein.
7. 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.



REQUEST FOR QUOTATION FORM

PROSPECTIVE SUPPLIER:

Date: March 15, 2017

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.

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 PO/Contract.

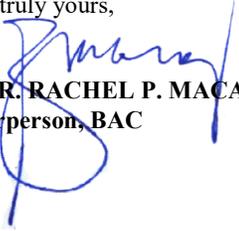
Item	Unit	Description	Quantity	Unit Cost	Total Cost
1		COMMON ELECTRICAL SUPPLIES			
2	pc	ADAPTER, Lightning Digital AV Adapter	1		
	pc	ADAPTER, Lightning to VGA Adapter	1		
	pc	ADAPTER, Mini Display Port to VGA Adapter	1		
	pack	BATTERY, 9volts, alkaline	7		
	pc	CONVENIENCE OUTLET, 3 gang, universal	11		
	pc	LED Bulb, blue	50		
	pc	LED Bulb, green	50		
	pc	LED Bulb, red	50		
	pc	LED Bulb, white	50		
	pc	RESISTOR, 1K	50		
	pc	RESISTOR, 220 ohms	50		
	pc	RESISTOR, 330 ohms	50		
	pc	RESISTOR, variable 5K	50		
	pc	WIRE PLUG	11		
	pc	WIRE, 14 AWG, stranded duplex	60		
		COMMON OFFICE EQUIPMENT			
	unit	PRINTER, inkjet, with CISS tank system	4		
	unit	PRINTER, 3-in-1, Ink Tank System	6		
		COMMON OFFICE SUPPLIES			
	pc	ARC FILE (Top clip/vertical clip), F4	20		
	pc	ARC FILE, 3 inch, 2 hole, legal, portrait	10		
	pc	AIR FRESHENER, Hang it Fresh, wild lavender scent	5		
	pair	BOOK ENDS, small, steel	46		
	pc	CERTIFICATE FRAME, 18.5"x11"	12		
	PC	CHALK HOLDER	11		
	pack	CLEARBOOK Refill, LEGAL SIZE, 25 Leaves	4		
	pack	CLEAR SHEET PROTECTORS, legal, heavy duty, reinforced binding edge, 100pcs/pack	4		
	pc	CLIPBOARD, legal, high quality	19		
	pc	CORK BOARD 3x5 inches size	1		
	pc	CORK BOARD, 1.5 by 2 ft	12		
	pc	CORRECTION PEN with metal tip	6		
	pc	DESK TRAY, metal, 3 layers	2		
	pc	DESK TRAY, plastic, 3 layers, black	2		

	pc	FILE BINDER REFILL, legal size, 2 in, 2 holes, landscape	1300		
	pack	PRESSBOARD CLASSIFICATION FOLDERS, with fastener, legal size, 100% recycled, pack of 10	10		
	pc	Glue Stick (Big)	12		
	pc	HANGING FILE FOLDER FRAME, legal	1		
	pc	HANGING FILE FOLDER, Legal	20		
	pc	INDEX CARD, 5" x 8", 100s/pad	2		
	pc	INK REFILL, marking pen, permanent, black	5		
	pc	INK REFILL, marking pen, permanent, blue	5		
	pc	INK REFILL, marking pen, permanent, red	4		
	pc	INK REFILL, marking pen, whiteboard, black	15		
	pc	INK REFILL, marking pen, whiteboard, blue	15		
	pc	INK REFILL, marking pen, whiteboard, red	4		
	pc	LABEL HOLDER, 150mm x 75 mm, self adhesive, clear	100		
	pc	MAGNIFYING GLASS, heavy duty	2		
	pack	MAGIC TAPE, refill roll, 19mm x 25 mm, pack of 3, synthetic adhesive	20		
	pack	MARKER, low odor, dry erase, chisel point, assorted colors, pack of 4	5		
	pack	MARKER, 3 set neon page marker colored index tabs flags	5		
	pack	MARGIN ULTRA TABS, 2.5" x 1", 24 repositionable tabs, two-side writable	100		
	roll	TAPE. Double sided 1"	7		
	pc	T-SQUARE, wooden with transparent edging scale	30		
	box	THUMB TACKS	5		
	pc	WHITEBOARD. 8 x 12 inches	40		
		COMMON JANITORIAL SUPPLIES			
	bar	DETERGENT BAR, 4pc/bar	29		
	pc	DOORMAT, large, rubberized	5		
	pc	Feather Duster	1		
	gal	GLASS CLEANER	3		
	pair	GLOVES, rubber, cotton yarn	12		
	pair	GLOVES, safety, rubberized	10		
	pair	GLOVES, working, with rubber palm	25		
	pcs	Hand Soap Bar	5		
	bottles	Hypo 1 gallons	5		
	pairs	Laundry Gloves	5		
	pcs	Mask disposable	60		
	box	Matchsticks (12pcs/box)	3		
	bottle	Muriatic 900 ml	3		
	liter	Muriatic Acid	5		
	pc	PAILS, large, with cover	1		
	pair	RUBBER BOOTS, #7	2		
		OFFICE EQUIPMENT AND ACCESSORIES			
	pc	DOCUMENT TRAY DISPLAY RACK, A4	10		
	pc	3 - DRAWER MOBILE PEDESTAL	10		
	pc	FILE CABINET, 5 drawers, office supplies desk storage	50		
	pcs.	Glue Gun - Big (Heavy Duty)	1		
	pc	LITERATURE ORGANIZER/DOCUMENT SORTER, 12-compartment, black	5		
	pc	Steel Cabinet, 4 layer, centralized key, white	2		
	pc	Steel Cabinet, 4layer, with centralized key, Jackson	1		

	pc	Steel Cabinet, lateral, 4 drawers	1	
	pc	STORAGE BOX, with lid, blue, legal	100	
	pc	Swivel Chair, gaslift, with backrest and armrest	1	
	unit	Water Dispenser Table Top	1	
	unit	Water Dispenser, cold/hot	3	
	pc	WALL CLOCK, round	1	
		PAPER MATERIALS AND PRODUCTS		
	ream	PAPER, bond, colored, legal, blue	14	
	ream	PAPER, bond, colored, legal, green	3	
	ream	PAPER, bond, colored, legal, pink	23	
	ream	PAPER, bond, colored, legal, yellow	2	
	ream	PAPER, bond, colored, short, blue	2	
	ream	PAPER, bond, colored, short, green	2	
	ream	PAPER, bond, colored, short, pink	2	
	ream	PAPER, bond, colored, short, yellow	2	
	ream	PAPER, bond, colored, A4, blue, S20	50	
	ream	PAPER, bond, colored, A4, green, S20	50	
	ream	PAPER, bond, colored, A4, pink, S20	50	
	ream	PAPER, bond, colored, A4, yellow, S20	50	
	pack	PAPER, specialty long, white, board type	155	
	pack	PAPER, specialty long, white, plain type	5	
	pack	PAPER, specialty short, white, board type	155	
	pack	PAPER, specialty short, white, plain type	34	
	pack	PAPER, specialty, sky blue, board type	100	
	pc	PAPER, STICKER, yellow green, legal	12	
	packs	PAPER, STICKER, white, non-glossy, short	12	
	pack	PAPER, STICKER, white, glossy, short	10	
	pack	PAPER, STICKER, A4, matte finish, 80GSM, pack of 10	52	
	pack	PHOTO PAPER, 10pcs/pck	12	
		ELECTRICAL EQUIPMENT AND COMPONENTS AND SUPPLIES		
	pc	HDMI CABLE, 3m	11	
	pc	MULTI-TESTER, digital, heavy duty, branded	10	
	pc	PROJECTOR CABLE, Vga, high resolution, 5 meters	2	
	pc	STOPWATCH	8	
		COMPUTER SUPPLIES		
	pc	MEMORY CARD READER, USB 3.0, all-in-one	1	
	pc	MOUSE, wireless with keyboard, USB connection type	11	
	pc	MOUSE, wireless	20	
		COMPUTER EQUIPMENT AND ACCESSORIES		
	pcs	2GB Video Card	4	
	unit	Computer table	2	
	pc	EXTERNAL DVD WRITER	1	
	pc	LASER PRESENTATION POINTER	11	
	pc	SPEAKER, PC Multimedia Speaker System, speakers with subwoofer, 2.1 Channel	1	
	pc	USB Hub, 4 ports, USB 3.0	1	
	pc	USB wifi wireless adapter	1	
	unit	Uninterruptible Power Supply, 650va	1	
	unit	Uninterruptible Power Supply, 1200va	20	
		TOTAL		632,607.90

Very truly yours,

ENGR. RACHEL P. MACAMAY
Chairperson, BAC



Prices in the above offer are certified true and correct:

Authorized company representative:

(Signature over Printed Name)

Company Name: _____

Address: _____

Tel. Nos: _____

TIN: _____