



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 One Hundred Twenty Three Thousand Two Hundred Sixty Pesos & 00/100 (Php 123,260.00) being the Approved Budget for the Contract (ABC) to pay for the Procurement of Materials for the conduct of QMS Orientation in Preparation for ISO Certification as stipulated in PR No CID2-17-03-021. With the following description:

Item	Unit	Description	Quantity	Unit Cost	Total Cost
1	pc	Tarpaulin (12 x 6) ft	1	1,500.00	1,500.00
2	room	accomodation (speaker; 2 nights)	1	4,000.00	4,000.00
3	room	Accomodation (facilitator, 2 nights)	1	4,000.00	4,000.00
4	pax	Speaker meal (chicken, fish or beef with vegetables) and snacks (2 days)	1	800.00	800.00
5	pax	Faculty, staff and JO meal (chicken, fish, or beef with vegetables) and snacks (2 days)	70	800.00	56,000.00
6	pc	Customized PISAY notebook (150-180 leaves, medium size, see attached for design), minimum order	100	145.00	14,500.00
7	pc	Customized PISAY notebook printing	100	80.00	8,000.00
8	pc	Customized PISAY tote bag (see attached for info) minimum order	101	200.00	20,200.00
9	pc	Ballpen (0.5mm fine tech point pen, blue or black)	70	75.00	5,250.00
10	pc	Softbound (training notes)	70	100.00	7,000.00
11	pc	Plaque (gong type)	1	1,200.00	1,200.00
12	pc	Certificate frame (letter size)	1	150.00	150.00
13	pack	Parchment paper, letter size, pack of 10	9	40.00	360.00
14	ream	Bond paper, A4	1	300.00	300.00
		TOTAL			124,195.00

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 24, 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 five (5) 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.



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REQUEST FOR QUOTATION FORM

PROSPECTIVE SUPPLIER:

Date: March 21, 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	pc	Tarpaulin (12 x 6) ft	1		
2	room	accomodation (speaker; 2 nights)	1		
3	room	Accomodation (facilitator, 2 nights)	1		
4	pax	Speaker meal (chicken, fish or beef with vegetables) and snacks (2 days)	1		
5	pax	Faculty, staff and JO meal (chicken, fish, or beef with vegetables) and snacks (2 days)	70		
6	pc	Customized PISAY notebook (150-180 leaves, medium size, see attached for design), minimum order	100		
7	pc	Customized PISAY notebook printing	100		
8	pc	Customized PISAY tote bag (see attached for info) minimum order	101		
9	pc	Ballpen (0.5mm fine tech point pen, blue or black)	70		
10	pc	Softbound (training notes)	70		
11	pc	Plaque (gong type)	1		
12	pc	Certificate frame (letter size)	1		
13	pack	Parchment paper, letter size, pack of 10	9		
14	ream	Bond paper, A4	1		
		TOTAL			

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: _____