



*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 Thirty Three Thousand Eight Hundred Two Pesos & 74/100 (Php133,802.74) being The Approved Budget for the Contract (ABC) to pay for the Supply and Delivery of Non-Common Office Supplies for 1<sup>st</sup> Quarter CY 2016 (Not Available in PS-DBM). With the following description:

Unit	Description	Quantity
pack	BLADE, heavy duty cutter, 10 pcs./pack	1
pair	BOOK ENDS, steel, small	40
units	CALCULATOR, desktop	2
piece	CERTIFICATE FRAME, 8.5"x11"	12
piece	CERTIFICATE HOLDER, long size	25
piece	CERTIFICATE HOLDER, short size	25
pc	CLEARBOOK, Legal size, refill	63
ream	CONSTRUCTION PAPER, long,assorted	10
ream	CONSTRUCTION PAPER, short,assorted	10
pc	CORK BOARD, 2x3	3
pc	CORK BOARD, 2X4	3
pc	corkboard/whiteboard combo (40cm x 64cm)	24
tube	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	5
pc	Desk Tray (metal, 3 layers)	31
pc	Desk Tray, 3 layer, plastic	12
pc	Drawer Organizer, 3 tier, plastic	10
pc	FILE FOLDER, 3 inch, 2 hole	51
pcs	Glue Gun, heavy duty, small glue stick	2
pcs	Glue Stick, small	25
pad	Graphing Paper (216mm x 330mm)	12
pc	INK REFILL, for marking pen, permanent, blue	2
pc	INK REFILL, for marking pen, permanent, black	1
pcs.	INK REFILL, for marking pen, whiteboard, black	25
piece	INK REFILL, for marking pen, whiteboard, blue	24
piece	INK REFILL, for marking pen, whiteboard,red	24
ream	PAPER, colored bond, short, yellow	17
ream	PAPER, bond, colored, short blue	3
ream	PAPER, BOOKPAPER, Short (7 1/2 by 11) S24	15
reams	PAPER, colored bond, legal, yellow	2
reams	PAPER, colored bond, legal, pink	2

ream	PAPER, colored bond, legal, blue	3
reams	PAPER, colored bond, legal, green	6
ream	PAPER, colored bond, short, blue	21
ream	PAPER, colored bond, short, green	22
reams	PAPER, colored bond, short, light pink	17
ream	PAPER, colored bond, short, pink	4
ream	PAPER, colored bond, short, yellow	7
pack	Paper, specialty (long size, light blue)	25
pack	Paper, specialty (A4, beige)	12
pack	PAPER, Specialty board, long, white	5
pack	PAPER, specialty, (short size, light blue)	25
pcks	PAPER, specialty, A4	10
pad	PAPER, specialty, long	50
pack	PAPER, specialty, short	65
pack	PAPER, specialty,(long, 120 gsm)	5
piece	Paper, sticker, (Colored/Assorted)	6
dozen	PAPER, sticker, (white, non-glossy)	2
pack	PAPER, sticker, short (white)	44
pc	Plastic cover (#3)	1
pc	Plastic cover (#4)	1
piece	Protractor, 6"	12
pc	Puncher, 3 hole	3
pc	Ring Binder, 3 hole, long	27
pc	Rubber stamp	3
bot	STAMP PAD INK, blue, 50mL	9
pc	STICKER PAPER, white	74
roll	TAPE, double sided, 24mm, (1")	26
roll	TAPE, double sided, 48mm, (2")	18
pcs	TAPE, duct	3
rolls	TAPE, masking 1/2"	5
rolls	Time Card Ribbon	4
pc	Vellum paper (cut into 3x5 index card size)	100
piece	WASTE BASKET, non-rigid plastic	10
pc	WHITEBOARD, 4X8	1

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 11, 2016, 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](mailto:iancris2003@yahoo.com).

**FRANKLIN L. SALISID**  
**Chairman, 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) working 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 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:
  - Registration certificate from **SEC**, Department of Trade and Industry (**DTI**) for sole proprietorship, or **CDA** for cooperatives;
  - **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;
  - Statement of the prospective bidder of all its **ongoing and completed** government and private contracts, including contracts awarded but not yet started, with similar in nature and complexity to the contract to be bid. The statement shall include the name and nature of contract, date of award or date of completion and amount of contract;
  - **Annual Income Tax Return for CY 2014 and audited financial statements**, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions;
9. 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.
10. 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 SUPPLIERS:

Date: March 4, 2016

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.

Unit	Description	Quantity	Unit Cost	Total Cost
pack	BLADE, heavy duty cutter, 10 pcs./pack	1		
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piece	CERTIFICATE FRAME, 8.5"x11"	12		
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pcs	TAPE, duct	3		
rolls	TAPE, masking 1/2"	5		
rolls	Time Card Ribbon	4		
pc	Vellum paper (cut into 3x5 index card size)	100		
piece	WASTE BASKET, non-rigid plastic	10		
pc	WHITEBOARD, 4X8	1		

Very truly yours,

Prices in the above offer are certified true and correct:

**FRANKLIN L. SALISID**  
**Chairman, BAC**

Authorized company representative:

\_\_\_\_\_  
(Signature over Printed Name)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. Nos: \_\_\_\_\_

TIN: \_\_\_\_\_