



## REQUEST FOR QUOTATION

The Philippine Science High School – Central Mindanao Campus, through its Bids and Awards Committee, intends to apply the sum of Fifty Five Thousand One Hundred Thirty Seven Pesos & 60/100 (Php 55,137.60) being The Approved Budget for the Contract (ABC) to pay for the Supply and Delivery of Common Supplies for 1<sup>st</sup> Quarter CY 2016. With the following description:

Unit	Description	Quantity
pc	BALLPOINT PEN, red, spring-load, rubber grip, 0.5mm	64
pack	BATTERY, size AA, alkaline, 2 pc/pck	8
piece	BINDER, 3-ring, D-type, 64mm(2.5"), A4 size, base board made with chipboard, with insert clear-view pocket on front, back and spine for label	2
pc	CARTOLINA, Light Pink	50
pack	CARTOLINA, white, 20 pc/pck	3
piece	CLEARBOOK, A4 size	8
pc	CLIP, bulldog, 1"	45
piece	CLIP, bulldog, 73mm (3")	179
pc	CORRECTION PEN with metal tip	3
piece	CUTTER KNIFE, heavy duty	10
piece	DATING AND STAMPING MACHINE	3
box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	2
box	ENVELOPE, MAILING, with window, 500 pieces per box	4
set	FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	10
set	FILE TAB DIVIDER, legal size, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	10
pc	FOLDER, expanding, long	50
piece	Highlighter Color Yellow Green	12
pc	Highlighter, yellow	10
bottle	Ink for numbering machine (black)	1
pack	MANILA PAPER, 10sheets per pack	3
each	MARKER, whiteboard, green	5
pc	MARKER, whiteboard, black	47

pc	MARKER, whiteboard, green	12
piece	NOTE BOOK, stenographer's, 40 leaves, spiral	26
pad	NOTE PAD, (2"x2"), stick on, 50mm x 50mm min, 72 gsm., min basis weight, 400 sheets per cube/pack, assorted colors	10
pc	NOTEBOOK, 100 leaves, big, non-spring	18
pc	NOTEBOOK, 120 leaves, big, spring, good quality	6
piece	NOTEBOOK, 80 leaves High Quality	12
piece	NOTEBOOK, big (500 leaves)	2
piece	PAPER CUTTER, B4, 253mm x 353mm	3
pc	CUTTER KNIFE, heavy duty	10
packs	PAPER, photo	17
pack	PARCHMENT PAPER, A4 size, multi-purpose, (297mm x 210mm), basis weight of 80 gsm., fine translucent, suitable for pen and ink drawing, 100 sheets per pack	20
box	FOLDER, Tagboard, letter size, 100 pieces per pack	20
roll	RIBBON, typewriter, black	2
piece	Ruler (300mm, heavy duty)	12
piece	RULER, plastic, 450mm, 1 piece in individual	2
piece	SCISSORS, decorative(stationery, lace work design)	12
piece	STAPLE REMOVER, plier type	5
box	Staple wire (#23/10-for heavy duty stapler)	1
box	STAPLE WIRE, Heavy duty, 23/17	11
piece	TAPE DISPENSER, tabletop	11
roll	TAPE, masking, 24mm, 50 meters length	59
roll	TAPE, transparent, 24mm, 50 meters	42
pack	TOILET TISSUE, 12 rolls per pack	23

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 May 25, 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;
  - **Certificate of Registration in the BIR**
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.



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 FORM

PROSPECTIVE SUPPLIER:

Date: May 17, 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.

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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: \_\_\_\_\_