



*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 Two Hundred Thirty Seven Thousand One Hundred Sixty Two Pesos & 18/100 (Php 237,162.18) being the Approved Budget for the Contract (ABC) to pay for the Procurement of Common Supplies for 2<sup>nd</sup> quarter CY 2016 that are not available in PS-DBM . With the following description:

Line Item	Unit	Description	Quantity	Unit Cost	Total Cost
1	pc	BALLPEN, black	36	6.50	234.00
2	pc	BALLPEN, blue	58	6.50	377.00
3	pc	BALLPEN, red	22	6.50	143.00
4	pck	BATTERY, size AA, alkaline, 2 pieces per blister pack	28	100.00	2,800.00
5	pck	BATTERY, size AAA, alkaline, 2 pieces per blister pack	16	80.00	1,280.00
6	pc	BROOM, stick, tingting	18	30.00	540.00
7	pck	CARTOLINA, assorted color, 20 pieces per pack	7	80.00	560.00
8	pck	CARTOLINA, white, 20 pieces per pack	3	70.00	210.00
9	box	CHALK, assorted color, 12 pcs/box	30	30.00	900.00
10	box	CHALK, white, dustless, 100 pcs/box	30	40.00	1,200.00
11	box	CLASS RECORD, K to 12 basic education	100	30.00	3,000.00
12	pc	CLEARBOOK, A4, assorted color	2	50.00	100.00
13	box	CLIP, backfold, 25mm, 12 pieces per box	30	25.00	750.00
14	box	CLIP, backfold, 32mm, 12 pieces per box	20	40.00	800.00
15	pc	CLIP, bulldog, 1"	45	4.00	180.00
16	pc	CLIP, bulldog, 2"	45	6.00	270.00
17	pc	CORRECTION TAPE, roller type	70	40.00	2,800.00
18	pc	CUTTER KNIFE, heavy duty	1	350.00	350.00
19	pc	DATA FILE BOX, w/o cover	40	100.00	4,000.00

20	pc	DATA FILE BOX, with cover	8	350.00	2,800.00
21	bar	DETERGENT BAR, 4pc/bar	30	30.00	900.00
22	pouch	DETERGENT POWDER, all purpose, 1kilo/pouch	23	50.00	1,150.00
23	bot	DETERGENT POWDER, all purpose, 1kilo/pouch	3	300.00	900.00
24	box	ENVELOPE, documentary, brown, legal, 500pc/box	3	700.00	2,100.00
25	box	ENVELOPE, Expanding, Kraftboard, legal, 100pc/box	1	1,100.00	1,100.00
26	box	ENVELOPE, expanding, w/ garter, legal, 100pc/box	2	1,100.00	2,200.00
27	box	ENVELOPE, mailing, white, 500pc/box	1	140.00	140.00
28	pc	ERASER, blackboard/whiteboard	34	20.00	680.00
29	box	FASTENER, for paper, plastic, 50 sets per box	12	30.00	360.00
30	pc	FILE FOLDER, 3 inch, 2 hole	59	300.00	17,700.00
31	pc	FILE ORGANIZER, expanding, legal, plastic, assorted colors	2	160.00	320.00
32	pc	FLASH DRIVE, 16GB, USB 2.0, plug and play	1	400.00	400.00
33	pc	FLASH DRIVE, 32GB, USB 2.0, plug and play	19	600.00	11,400.00
34	can	FLOOR WAX, paste, red	18	250.00	4,500.00
35	pck	FOLDER, tagboard, legal, 100pc/pack	4	350.00	1,400.00
36	jar	GLUE, all purpose, w/ applicator	25	50.00	1,250.00
37	pc	HARD DRIVE, external, 1TB, 2.5" HDD, USB 3.0, 5400 RPM	2	3,500.00	7,000.00
38	pc	HARD DRIVE, internal, SATA, 1TB, 72 RPM	2	4,000.00	8,000.00
39	pc	HIGHLIGHTER, green	17	32.00	544.00
40	gal	HYPOCHLORINE, 1 gal	5	300.00	1,500.00
41	pck	INDEX CARD, 3" x 5", 100s/pad	17	100.00	1,700.00
42	pck	INDEX CARD, 5" x 8", 100s/pad	17	150.00	2,550.00
43	pc	INK CARTRIDGE, HP932, black, XL	1	1,600.00	1,600.00
44	pc	INK CARTRIDGE, HP933, Cyan, XL	1	820.00	820.00
45	pc	INK CARTRIDGE, HP933, Magenta, XL	1	820.00	820.00
46	pc	INK CARTRIDGE, HP933, Yellow, XL	1	820.00	820.00
47	pc	INK REFILL, for marking pen, permanent, blue	2	100.00	200.00
48	pc	INK REFILL, for marking pen, permanent,	1		100.00

		black		100.00	
49	pcs.	INK REFILL, for marking pen, whiteboard, black	25	75.00	1,875.00
50	piece	INK REFILL, for marking pen, whiteboard, blue	24	75.00	1,800.00
51	piece	INK REFILL, for marking pen, whiteboard,red	24	75.00	1,800.00
52	pc	LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	20	600.00	12,000.00
53	pc	MARKER, permanent, black, broad	17	50.00	850.00
54	pc	MARKER, permanent, blue	8	45.00	360.00
55	pc	MARKER, permanent, blue, broad	17	50.00	850.00
56	pc	MARKER, whiteboard, black	61	45.00	2,745.00
57	pc	MARKER, whiteboard, blue	14	45.00	630.00
58	pc	MARKER, whiteboard, blue, broad	35	50.00	1,750.00
59	pc	MARKER, whiteboard, red	19	45.00	855.00
60	pc	NOTE BOOK, stenographer's, 40 leaves, ruled both sides	1	20.00	20.00
61	pad	NOTE PAD, (2"x2"), stick on, 50mm x 50mm min, 72 gsm., min basis weight, 400 sheets per cube/pack, assorted colors	4	25.00	100.00
62	pad	NOTE PAD, (2"x3"), stick-on, 50mm x 75mm min size, 72 gsm., min basic weight, 100 sheets per pad	5	35.00	175.00
63	pad	NOTE PAD, (3"x3"), 100 sheets/pad	24	50.00	1,200.00
64	pc	NOTEBOOK, 250 leaves	17	40.00	680.00
65	box	PAPER CLIP, plastic type,jumbo, 48mm, 100s/box	25	20.00	500.00
66	box	PAPER CLIP, plastic type, 32mm, 100s/box	50	10.00	500.00
67	unit	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	1	6,000.00	6,000.00
68	rm	PAPER, bond, colored, long, blue	6	190.00	1,140.00
69	rm	PAPER, bond, colored, long, green	12	190.00	2,280.00
70	rm	PAPER, bond, colored, long, pink	9	190.00	1,710.00
71	rm	PAPER, bond, colored, long, yellow	4	190.00	760.00

72	ream	PAPER, bond, colored, short, blue	24	160.00	3,840.00
73	ream	PAPER, bond, colored, short, green	22	160.00	3,520.00
74	reams	PAPER, bond, colored, short, light pink	17	160.00	2,720.00
75	ream	PAPER, bond, colored, short, pink	4	160.00	640.00
76	rm	PAPER, bond, colored, short, yellow	26	185.00	4,810.00
77	rm	PAPER, bond, letter, subs 20 - 70 gsm	212	135.00	28,620.00
78	pcks	PAPER, specialty, A4	10	29.00	290.00
79	pack	PAPER, specialty, A4, beige	12	29.00	348.00
80	pad	PAPER, specialty, long	50	50.00	2,500.00
81	pack	PAPER, specialty, long size, light blue	25	29.00	725.00
82	pack	PAPER, specialty, long, 120 gsm	5	29.00	145.00
83	pack	PAPER, specialty, long, white, board type	5	35.00	175.00
84	pck	PAPER, specialty, long, white, board type	100	75.00	7,500.00
85	pack	PAPER, specialty, short	65	24.00	1,560.00
86	pack	PAPER, specialty, short size, light blue	25	24.00	600.00
87	pck	PAPER, specialty, short, white, 10PC/PACK	10	45.00	450.00
88	pck	PAPER, Specialty, short, white, board type	30	65.00	1,950.00
89	piece	Paper, sticker, Colored/Assorted	6	12.00	72.00
90	pck	PAPER, sticker, long, colored, assorted	1	75.00	75.00
91	pck	PAPER, sticker, short, white	143	75.00	10,725.00
92	dozen	PAPER, sticker, white, non-glossy	2	150.00	300.00
93	pad	PAPER, yellow	17	35.00	595.00
94	box	PENCIL, lead, w/ eraser, 1 dozen per box	6	30.00	180.00
95	pc	Plastic cover (#3)	1	1,500.00	1,500.00
96	pc	Plastic cover (#4)	1	1,500.00	1,500.00
97	pc	PUNCHER, heavy duty, 2 holes	4	350.00	1,400.00
98	case	PUSH PIN, flat head type, assorted colors, 100s/case	17	30.00	510.00
99	pc	RECORD BOOK, 300 pages, smythe sewn	23	50.00	1,150.00
100	pc	RECORD BOOK, 500 pages, smythe sewn	4	70.00	280.00
101	pair	RUBBER GLOVES, cotton yarn, rubber palm	10		

				40.00	400.00
102	pc	RUBBER STAMP	3	200.00	600.00
103	pc	SIGN PEN, black, 0.5mm	30	50.00	1,500.00
104	pc	SIGN PEN, blue, 0.5mm	25	50.00	1,250.00
105	bot	STAMP PAD INK, blue, 50mL	9	24.02	216.18
106	bot	STAMP PAD INK, violet, 50mL	1	50.00	50.00
107	box	STAPLE WIRE, # 10	5	15.00	75.00
108	box	STAPLE WIRE, #23/10, for heavy duty stapler	1	50.00	50.00
109	box	STAPLE WIRE, #35, 5000/box	20	50.00	1,000.00
110	box	STAPLE WIRE, (26/16)standard, 5000 pcs/box	3	30.00	90.00
111	pc	STAPLER, # 35, Heavy Duty	5	120.00	600.00
112	pc	STAPLER, # 35, LONG REACH	1	500.00	500.00
113	roll	TAPE, double sided, 24mm, (1")	66	50.00	3,300.00
114	roll	TAPE, double sided, 48mm, (2")	18	56.00	1,008.00
115	rolls	TAPE, masking 1/2"	5	20.00	100.00
116	roll	TAPE, transparent, 24mm, 50 meters	25	50.00	1,250.00
117	roll	TAPE, transparent, 48mm, 50 meters	11	65.00	715.00
118	pck	TOILET TISSUE, 12 rolls per pack	10	130.00	1,300.00
119	roll	TRASHBAG, plastic, black, gusseted type, 40"x18.5", 10pc/roll	3	150.00	450.00
120	pc	WASTE BASKET, metal, pedal-pushed with cover, medium	16	500.00	8,000.00

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 August 31, 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 fifteen (15) 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 per item bases 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:
  - 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 envelope 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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**BIDS AND AWARDS COMMITTEE**  
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Telephone Nos. (063) 836-0098

## REQUEST FOR QUOTATION FORM

PROSPECTIVE SUPPLIER:

Date: August 24, 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.

Line Item	Unit	Description	Quantity	Unit Cost	Total Cost
1	pc	BALLPEN, black	36		
2	pc	BALLPEN, blue	58		
3	pc	BALLPEN, red	22		
4	pck	BATTERY, size AA, alkaline, 2 pieces per blister pack	28		
5	pck	BATTERY, size AAA, alkaline, 2 pieces per blister pack	16		
6	pc	BROOM, stick, tingting	18		
7	pck	CARTOLINA, assorted color, 20 pieces per pack	7		
8	pck	CARTOLINA, white, 20 pieces per pack	3		
9	box	CHALK, assorted color, 12 pcs/box	30		
10	box	CHALK, white, dustless, 100 pcs/box	30		
11	box	CLASS RECORD, K to 12 basic education	100		
12	pc	CLEARBOOK, A4, assorted color	2		
13	box	CLIP, backfold, 25mm, 12 pieces per box	30		
14	box	CLIP, backfold, 32mm, 12 pieces per box	20		
15	pc	CLIP, bulldog, 1"	45		
16	pc	CLIP, bulldog, 2"	45		
17	pc	CORRECTION TAPE, roller type	70		
18	pc	CUTTER KNIFE, heavy duty	1		
19	pc	DATA FILE BOX, w/o cover	40		
20	pc	DATA FILE BOX, with cover	8		
21	bar	DETERGENT BAR, 4pc/bar	30		
22	pouch	DETERGENT POWDER, all purpose, 1kilo/pouch	23		
23	bot	DETERGENT POWDER, all purpose, 1kilo/pouch	3		
24	box	ENVELOPE, documentary, brown, legal, 500pc/box	3		
25	box	ENVELOPE, Expanding, Kraftboard, legal, 100pc/box	1		

26	box	ENVELOPE, expanding, w/ garter, legal, 100pc/box	2		
27	box	ENVELOPE, mailing, white, 500pc/box	1		
28	pc	ERASER, blackboard/whiteboard	34		
29	box	FASTENER, for paper, plastic, 50 sets per box	12		
30	pc	FILE FOLDER, 3 inch, 2 hole	59		
31	pc	FILE ORGANIZER, expanding, legal, plastic, assorted colors	2		
32	pc	FLASH DRIVE, 16GB, USB 2.0, plug and play	1		
33	pc	FLASH DRIVE, 32GB, USB 2.0, plug and play	19		
34	can	FLOOR WAX, paste, red	18		
35	pck	FOLDER, tagboard, legal, 100pc/pack	4		
36	jar	GLUE, all purpose, w/ applicator	25		
37	pc	HARD DRIVE, external, 1TB, 2.5" HDD, USB 3.0, 5400 RPM	2		
38	pc	HARD DRIVE, internal, SATA, 1TB, 72 RPM	2		
39	pc	HIGHLIGHTER, green	17		
40	gal	HYPOCHLORINE, 1 gal	5		
41	pck	INDEX CARD, 3" x 5", 100s/pad	17	100.00	1,700.00
42	pck	INDEX CARD, 5" x 8", 100s/pad	17		
43	pc	INK CARTRIDGE, HP932, black, XL	1		
44	pc	INK CARTRIDGE, HP933, Cyan, XL	1		
45	pc	INK CARTRIDGE, HP933, Magenta, XL	1		
46	pc	INK CARTRIDGE, HP933, Yellow, XL	1		
47	pc	INK REFILL, for marking pen, permanent, blue	2		
48	pc	INK REFILL, for marking pen, permanent, black	1		
49	pcs.	INK REFILL, for marking pen, whiteboard, black	25		
50	piece	INK REFILL, for marking pen, whiteboard, blue	24		
51	piece	INK REFILL, for marking pen, whiteboard, red	24		
52	pc	LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	20		
53	pc	MARKER, permanent, black, broad	17		
54	pc	MARKER, permanent, blue	8		
55	pc	MARKER, permanent, blue, broad	17		
56	pc	MARKER, whiteboard, black	61		
57	pc	MARKER, whiteboard, blue	14		
58	pc	MARKER, whiteboard, blue, broad	35		
59	pc	MARKER, whiteboard, red	19		
60	pc	NOTE BOOK, stenographer's, 40 leaves, ruled both sides	1		



61	pad	NOTE PAD, (2"x2"), stick on, 50mm x 50mm min, 72 gsm., min basis weight, 400 sheets per cube/pack, assorted colors	4		
62	pad	NOTE PAD, (2"x3"), stick-on, 50mm x 75mm min size, 72 gsm., min basic weight, 100 sheets per pad	5		
63	pad	NOTE PAD, (3"x3"), 100 sheets/pad	24		
64	pc	NOTEBOOK, 250 leaves	17		
65	box	PAPER CLIP, plastic type,jumbo, 48mm, 100s/box	25		
66	box	PAPER CLIP, plastic type, 32mm, 100s/box	50		
67	unit	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	1		
68	rm	PAPER, bond, colored, long, blue	6		
69	rm	PAPER, bond, colored, long, green	12		
70	rm	PAPER, bond, colored, long, pink	9		
71	rm	PAPER, bond, colored, long, yellow	4		
72	ream	PAPER, bond, colored, short, blue	24		
73	ream	PAPER, bond, colored, short, green	22		
74	reams	PAPER, bond, colored, short, light pink	17		
75	ream	PAPER, bond, colored, short, pink	4		
76	rm	PAPER, bond, colored, short, yellow	26		
77	rm	PAPER, bond, letter, subs 20 - 70 gsm	212		
78	pcks	PAPER, specialty, A4	10		
79	pack	PAPER, specialty, A4, beige	12		
80	pad	PAPER, specialty, long	50		
81	pack	PAPER, specialty, long size, light blue	25		
82	pack	PAPER, specialty, long, 120 gsm	5		
83	pack	PAPER, specialty, long, white, board type	5		
84	pck	PAPER, specialty, long, white, board type	100		
85	pack	PAPER, specialty, short	65		
86	pack	PAPER, specialty, short size, light blue	25		
87	pck	PAPER, specialty, short, white, 10PC/PACK	10		
88	pck	PAPER, Specialty, short, white, board type	30		
89	piece	Paper, sticker, Colored/Assorted	6		
90	pck	PAPER, sticker, long, colored, assorted	1		
91	pck	PAPER, sticker, short, white	143		
92	dozen	PAPER, sticker, white, non-glossy	2		
93	pad	PAPER, yellow	17		
94	box	PENCIL, lead, w/ eraser, 1 dozen per box	6		
95	pc	Plastic cover (#3)	1		
96	pc	Plastic cover (#4)	1		
97	pc	PUNCHER, heavy duty, 2 holes	4		
98	case	PUSH PIN, flat head type, assorted colors, 100s/case	17		
99	pc	RECORD BOOK, 300 pages, smythe sewn	23		
100	pc	RECORD BOOK, 500 pages, smythe sewn	4		
101	pair	RUBBER GLOVES, cotton yarn, rubber palm	10		
102	pc	RUBBER STAMP	3		
103	pc	SIGN PEN, black, 0.5mm	30		

104	pc	SIGN PEN, blue, 0.5mm	25		
105	bot	STAMP PAD INK, blue, 50mL	9		
106	bot	STAMP PAD INK, violet, 50mL	1		
107	box	STAPLE WIRE, # 10	5		
108	box	STAPLE WIRE, #23/10, for heavy duty stapler	1		
109	box	STAPLE WIRE, #35, 5000/box	20		
110	box	STAPLE WIRE, (26/16)standard, 5000 pcs/box	3		
111	pc	STAPLER, # 35, Heavy Duty	5		
112	pc	STAPLER, # 35, LONG REACH	1		
113	roll	TAPE, double sided, 24mm, (1")	66		
114	roll	TAPE, double sided, 48mm, (2")	18		
115	rolls	TAPE, masking 1/2"	5		
116	roll	TAPE, transparent, 24mm, 50 meters	25		
117	roll	TAPE, transparent, 48mm, 50 meters	11		
118	pck	TOILET TISSUE, 12 rolls per pack	10		
119	roll	TRASHBAG, plastic, black, gusseted type, 40"x18.5", 10pc/roll	3		
120	pc	WASTE BASKET, metal, pedal-pushed with cover, medium	16		

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: \_\_\_\_\_