



*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 Seventy Nine Thousand Seven Hundred Two Pesos & 00/100 (Php 79,702.00) being the Approved Budget for the Contract (ABC) to pay for the Procurement of Materials and Meals for the 2016 PSHS CMC Foundation Day Celebration. With the following description:

LINE ITEM	UNIT	DESCRIPTION	QUANTITY	UNIT COST	ABC
1	pc	Tarpaulin (4' x 8')	3	600.00	1,800.00
2	pack	Parchment paper, long size	7	30.00	210.00
3	pack	Specialty board, long, powder blue	2	45.00	90.00
4	pack	Specialty board, long, mint green	2	45.00	90.00
5	pc	Certificate frame, short size	30	150.00	4,500.00
6	pc	Certificate holder, short size	46	40.00	1,840.00
7	pc	Fresh flowers, rose, yellow, red, white	50	12.00	600.00
8	dozen	Balloons on stick-assorted ordinary Color: green, yellow, blue, red & white	4	168.00	672.00
9	pc	Leis special, round shape made of acrylic with design	20	250.00	5,000.00
10	pc	Token, clock with PSHS-CMC Logo	6	600.00	3,600.00
11	pax	Foods for lunch for all faculty, staff, job orders/utility workers and for the invited guests/visitors/alumni	110	230.00	25,300.00
12	pc	Silver ring for 20 years in government service	2	18,000.00	36,000.00
		<b>TOTAL ABC</b>			<b>79,702.00</b>

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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## 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	ABC
1	pc	Tarpaulin (4' x 8')	3		
2	pack	Parchment paper, long size	7		
3	pack	Specialty board, long, powder blue	2		
4	pack	Specialty board, long, mint green	2		
5	pc	Certificate frame, short size	30		
6	pc	Certificate holder, short size	46		
7	pc	Fresh flowers, rose, yellow, red, white	50		
8	dozen	Balloons on stick-assorted ordinary Color: green, yellow, blue, red & white	4		
9	pc	Leis special, round shape made of acrylic with design	20		
10	pc	Token, clock with PSHS-CMC Logo	6		
11	pax	Foods for lunch for all faculty, staff, job orders/utility workers and for the invited guests/visitors/alumni	110		
12	pc	Silver ring for 20 years in government service	2		
		<b>TOTAL ABC</b>			

Very truly yours,

**FRANKLIN L. SALISID**  
Chairman, BAC

Prices in the above offer are certified true and correct:

Authorized company representative:

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

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

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

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

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