PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM	REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Campus:	Central Mindanao Campus
Address/ Contact Details:	Nangka, Baloi, Lanao del Norte

Quotation No.: 19-11-247

Date : November 7, 2019

GENTLEMEN:

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.

Delivery within _____ working days upon receipt of approved Purchase Order (PO).

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 P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
			PRICES MUST BE Tax (VAT) INCLUSIVE		
1	1	pc	scanner		
2	2	pc	laser presentation pointer		
3	2	pc	paper cutter (big)		
4	2	unit	paper shredder, cutting width: 3mm-4mm (entry level)		
5	1	unit	paper shredder, heavy duty, strip cut 0.29 of higher,		
			100 sheets auto feed, can shred papers, paper clips, staples,		
			credit cards, CDs, floppy disk, security level of atleast		
			2 bin capacity 9-5 gallon or higher, feed opening: 9-5 inches,		
			shredder speed 8ft/min or higher, made in japan, USA or		
			Germany		
6	2	unit	paper trimmer/cutting machine, max paper size: B4		
7	2	pc	computer table		
8	2	pc	3 drawer mobile pedestal		
9	1	pc	HDMI cable, 3m		
10	2	unit	electrical fan, stand type, plastic blade		
11	1	set	computer with printer, 3 in 1, continuous tank		
12	1	unit	water dispenser, cold/hot		
			TOTAL		

Delivery Term :

Delivery Time :

Payment Term :

Very truly yours,

JENNIFER L. FRASCO
OIC-PURCHASER

Telefax:

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Authorized Company Representative : _____

(Signature Over Printed Name)

Company Name :

Address :

Telephone nos. :

T.I.N. :

IMPORTANT
1. *Prices must be typewritten in ink clearly.*
2. *If offering a substitute/equivalent, specify the brand and make.*