



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 Forty Two Thousand Two Hundred Pesos & 00/100 (Php 242,200.00) being The Approved Budget for the Contract (ABC) to pay for the Supply and Delivery Materials for Classroom Cabinets. With the following description:

ITEM DESCRIPTION	QUANTITY	UNIT
4'x8', 3/4" marine plyboard	110	Pc
4'x8', 1/8" clear glass	17	Pc
1"x2"x12" metal furring	120	Pc
Blind rivets (1000 pc/box)	2	Box
Stickwell wood glue	5	Gal
2" finishing nails	40	kgs
4'x8' whiteboard	6	Pc
4'8', corkboard	6	Pc
1/2" metal clip for edging	30	Pc
White primer paint (enamel)	12	gal
White flat paint	12	Gal
White gloss paint	12	Gal

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 February 23, 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.

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;
 - Latest **income and business tax returns within the last six months preceding the date of bid submission**;
 - **Tax Clearance**
 - **Company's Manpower Profile and Organizational Chart**
 - **Omnibus Sworn Statement** by the prospective bidder or its duly authorized representative in the new form prescribed by the GPPB Resolution No. 22-2013.
8. **Bid security** in the prescribed form, amount and validity period. The bid security shall be in an amount equal to a percentage of the ABC in accordance with the following schedule:

FORM OF BID SECURITY	AMOUNT OF BID SECURITY
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
b) bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
d) any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
e) Bid Securing declaration	

8. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a **performance security** prior to the signing of the contract. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
d) any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

10. 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.
11. 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: February 15, 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.

QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
110	Pc	4'x8', 3/4" marine plyboard		
17	Pc	4'x8', 1/8" clear glass		
120	Pc	1"x2"x12" metal furring		
2	Box	Blind rivets (1000 pc/box)		
5	Gal	Stickwell wood glue		
40	kgs	2" finishing nails		
6	Pc	4'x8' whiteboard		
6	Pc	4'8', corkboard		
30	Pc	1/2" metal clip for edging		
12	gal	White primer paint (enamel)		
12	Gal	White flat paint		
12	Gal	White gloss paint		

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: _____