

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.:	19-11-262
Date :	November 20, 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
<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>					
1	17	bottle	air freshner, 280ml/150g min		
2	59	bottle	alcohol, 70%, ethyl, 500ml		
3	84	pc	arc file legal soze two holes		
4	30	pc	arc file legal, portrait		
5	12	pc	battery (AA)		
6	12	pc	battery (AAA)		
7	38	pack	battery dry cell, AA, 2 pcs/blister pack		
8	22	pack	battery cell, AAA, 2pcs/blister pack		
9	100	ream	bond paper colored A4 (yellow)		
10	10	ream	bond paper long (legal)		
11	2,000	pc	brown envelope legal		
12	3	pc	calculator, compact, 12 digit		
13	13	pack	cartolina, assorted color, 20 pcs per pack		
14	5	pc	clearbook, 20 transparent pockets, legal size		
15	2	pc	cutter knife, general purpose		
16	10	pc	data file box, legal, without cover (blue)		
17	115	pc	data file box, with cover (legal)		
18	25	pc	data file box, without cover		
19	100	pc	data folder, made of chipboard, taglia, lock		
20	4	can	disinfectant spray, 400-500 grams		
TOTAL					

Delivery Term : _____
 Delivery Time : _____
 Payment Term : _____

Very truly yours,

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

JENNIFER L. FRASCO
OIC-PURCHASER

Authorized Company
 Representative : _____

Telefax:

(Signature Over Printed Name)

IMPORTANT 1. Prices must be typewritten in ink clearly. 2. If offering a substitute/equivalent, specify the brand and make.
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Company Name :	_____
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			<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>		
21	13	box	envelope, expanding with garter, legal size, 100 pcs/box		
22	5	box	envelope, expanding, kraftboard, legal size, 100pcs/box		
23	5	pc	eraser, plastic/rubber, for pencil draft/writing		
24	2	box	envelope, documentary, for legal size document		
25	2000	pc	envelope, brown, legal		
26	4	pc	file box		
27	2	pc	file box, mini drawer, 4 drawers, one-hole		
28	2	pc	file cabinet office supply desk storage		
29	25	pc	file cabinet, 5 drawers, office supplies desk storage		
30	30	set	file tab divider, legal, 5 colors per set		
31	1	pc	flash drive, 16gb, usb 2.0, plug and play		
32	100	pc	folder, data, chipboard, taglia lock		
33	62	pack	folder, tagboard, legal size, 100 pcs/pack		
34	25	pack	folder, tagboard, A4, 100 pcs/pack		
35	100	pc	folder tagboard, short		
36	100	pc	folder, with metal tab, legal size		
37	20	pc	ink cart, epson c13T664200 (T6642), cyan		
38	20	pc	ink cart, epson c13T664300 (T6643), magenta		
39	20	pc	ink cart, epson c13T664400 (T6644), yellow		
40	23	pc	ink cart, epson c13T6664100 (T6641), black		
			TOTAL		

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			<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>		
41	10	pc	magazine file, horizontal, legal		
42	5	pc	magazine file, horizontal, legal, large, made of chipboard		
43	1	box	mailing envelope		
44	37	pc	marker pen, permanent, black		
45	37	pc	marker pen, permanent, blue		
46	2	pc	marker pen, permanent, red		
47	2	pc	marker pen, whiteboard, black		
48	2	pc	metal tray, 3 layers (black)		
49	30	pad	notepad, stick on (3"x4"), 100 sheets per pad		
50	10	box	paper clip vinyl/plastic coat, length: 48mm min		
51	23	box	paper clip, gem type, jumbo, 48mm, 100's/box		
52	34	box	paper clip, gem type, small, 32mm, 100's/box		
53	6	box	paper clip, vinyl/plastic, coat, length: 32mm		
54	6	box	paper clip, vinyl/plastic coat, length: 48mm		
55	2	pc	paper cutter (big)		
56	20	box	paper fastener (metal) 70mm		
57	167	ream	paper multi-purpose (copy) legal size 70gsm		
58	339	ream	paper multi-purpose (copy), A4, 70gsm		
59	39	ream	paper multi-purpose, 80gsm, size: 216mmx330, short		
60	40	ream	paper, bond, premium grade 216mm x 279mm		
			TOTAL		

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<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>					
61	22	ream	paper, bond, legal, sub. 20-70gsm		
62	1	box	pencil		
63	1	pc	record book, 500pages, size: 214mm x 278mm		
64	2	pc	ruler, plastic, 450mm (18"), width: 38mm min		
65	5	pc	scissors, 6"		
66	3	roll	scotch tape		
67	37	pc	sign pen, black		
68	81	pc	sign pen, blue		
69	10	pc	sign pen, red		
70	30	pc	sign pen, blue, liquid/gel ink, 0.5mm		
71	12	pc	sliding folder, legal		
72	6	bottle	stamp pad ink, violet, 50ml		
73	2	pc	stamp pad, felt, bed dimension: 60mmx100mm min		
74	1	pc	stamping dater, manual		
75	4	box	staple wire, (26/16) standard, 5000 pcs/box		
76	36	box	staple wire, standard, 35#, 5000 pcs/box		
77	20	pc	storage box		
78	60	pc	storage box (legal) with lid-green		
79	1	pc	tape dispenser, tabletop, 1 inch		
80	73	roll	tape, transparent, 24mm, 50 meters		
TOTAL					

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