



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 One Hundred Ninety One Thousand Seven Hundred Fifty Pesos & 00/100 (Php 191,750.00) being the Approved Budget for the Contract (ABC) to pay for the Procurement of Office Equipment for CID as stipulated in PR No CID2017-03-022. With the following description:

Item	Unit	Description	Quantity	Unit Cost	Total Cost
1	pc	Steel Cabinet ✓ 4 drawers ✓ Locking drawers ✓ Dimensions: 52"H x 18" W x 25"D ✓ Light gray ✓ Precision steel ball-bearings	1	17,000.00	17,000.00
2	unit	Duplicator ✓ Print speed up to 150 ppm ✓ Print resolution 600 x 600 dpi ✓ Print area 291mm x 413mm (11.45 x 16.25mm) ✓ Paper weight 46-210 gsm (print)/ 40-128 gsm (original) ✓ Original paper size max 310 x 432mm (12.7 x 17in) min 50 x 90mm (1.96 x 3.54in) ✓ Print paper size max 320 x 432mm (12.7 x 17in) min 100 x 148mm (3.93 x 5.82in) ✓ Master making time 57seconds (dual) 24 seconds (mono-drum) 34 seconds (mono-drum 2 set only) ✓ Scan resolution 600 x 600 dpi ✓ Ink capacity 1000ml ✓ Master capacity 220 cuts per roll ✓ Paper supply capacity 1000 sheets (64 gsm) ✓ Power consumption 580 watts	1	174,750.00	174,750.00
		<b>TOTAL</b>			<b>191,750.00</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 March 29, 2017, 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).

  
**ENGR. RACHEL. MACAMAY**  
Chairperson, 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) calendar 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 basis** 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:
  - **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;
  - **Income/Business Tax return**; and
  - **Omnibus Sworn Statement**
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: March 21, 2017

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.

Item	Unit	Description	Quantity	Unit Cost	Total Cost
1	pc	Steel Cabinet ✓ 4 drawers ✓ Locking drawers ✓ Dimensions: 52"H x 18" W x 25"D ✓ Light gray ✓ Precision steel ball-bearings	1		
2	unit	Duplicator ✓ Print speed up to 150 ppm ✓ Print resolution 600 x 600 dpi ✓ Print area 291mm x 413mm (11.45 x 16.25mm) ✓ Paper weight 46-210 gsm (print)/ 40-128 gsm (original) ✓ Original paper size max 310 x 432mm (12.7 x 17in) min 50 x 90mm (1.96 x 3.54in) ✓ Print paper size max 320 x 432mm (12.7 x 17in) min 100 x 148mm (3.93 x 5.82in) ✓ Master making time 57seconds (dual) 24 seconds (mono-drum) 34 seconds (mono-drum 2 set only) ✓ Scan resolution 600 x 600 dpi ✓ Ink capacity 1000ml ✓ Master capacity 220 cuts per roll ✓ Paper supply capacity 1000 sheets (64 gsm) ✓ Power consumption 580 watts	1		
		<b>TOTAL</b>			

Very truly yours,

Prices in the above offer are certified true and correct:

  
**ENGR. RACHEL P. MACAMAY**  
Chairperson, BAC

Authorized company representative:

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

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. Nos: \_\_\_\_\_  
TIN: \_\_\_\_\_