



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 Eighty Thousand Pesos & 00/100 (Php 80,000.00) being the Approved Budget for the Contract (ABC) to pay for the Procurement of Desktop Computer and Image Scanner for Records Office. With the following description:

Item	Unit	Description	Quantity	Unit Cost	Total Cost
1	set	Desktop PC AMD A10-6800k Ddr3 RAM 8GB 16000MHz HDD sata 1TB7200rpm High-end PSU + casing AMD A78 chopset motherboard Optical disk drive/disc writer LED monitor 24" w/ HDMI input UPS 1000VA USB keyboard + mouse Multimedia speaker	1	30,000.00	30,000.00
2	unit	Image scanner/document scanner Capacity: 50 sheets Document sizes: paper size minimum: 2.1" x 2.9" Paper size maximum: 8.5" x 36" Daily duty cycle: 3000 sheets Paper weight: 50 to 209 g/m Do more –up to 26 ppm/52 ipm scan speeds1; scans both sides of one sheet in just one pass Scan directly to popular cloud services – scan to sharepoint, evernote, google drive and more Scan to searchable PDFs3 – scan and edit documents; save scanned documents as PDF files Save on office space – compact scanner fits in any environment Advanced color and image adjustments made simple – color enhancd, color dropout and other innovative features Connect to document management software – TWIN and ISIS drivers (ISIS available via web download) Scan stacks of documents – 50-page automatic document feeder Tackle any task with versatile paper handling capabilities – scan business cards, rigid ID cards, single sheets and folded pages Get reliable performance – duty cycle of up to 3000 sheets per day; double-feed detection prevents paper jams Enjoy one-touch scanning-30 user-definable scan jobs such as scan-to-PDF or scan-to-cloud	1	50,000.00	50,000.00
		TOTAL			80,000.00

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 December 30, 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 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 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: December 27, 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.

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		TOTAL			

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: _____