

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

**REQUEST FOR QUOTATION FORM &
NOTICE
(GOODS)**

Office/ Campus: CENTRAL MINDANAO
Address/ Contact Details: Nangka, Balo-I, Lanao del Norte

Quotation No.: 22-10-125
Date : October 13, 2022

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 30 calendar 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					
	90	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
	90	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
	90	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
	90	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
	90	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
	24	pack	BATTERY, dry cell, D, 1.5 volts, alkaline		
	90	roll	TAPE, MASKING, width: 24mm (±1mm)		
	90	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
	90	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
	90	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)		
	90	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)		
	90	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
	50	piece	DATA FILE BOX, made of chipboard, with closed ends		
	100	piece	DATA FOLDER, made of chipboard, taglia lock		
	2	box	ENVELOPE, mailing, white, 70gsm		
	90	set	FILE TAB DIVIDER, bristol board, for A4, 5 color/set		
	90	set	FILE TAB DIVIDER, bristol board, for legal, 5 color/set		
	2	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)		
	10	pack	FOLDER, TAGBOARD, for A4 size documents, 100pcs/pack		
	10	pack	FOLDER, TAGBOARD, for legal size documents, 100pcs/pack		
	180	piece	MARKER, whiteboard, black, felt tip, bullet type		
	180	piece	MARKER, whiteboard, blue, felt tip, bullet type		
	180	piece	MARKER, whiteboard, red, felt tip, bullet type		
	180	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
	180	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
	90	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip		
	10	ream	PAPER, bond, colored, A4, blue, S20		
	10	ream	PAPER, bond, colored, A4, green, S20		
	10	ream	PAPER, bond, colored, long, pink, S20		
	10	ream	PAPER, bond, colored, long, yellow, S20		
	20	pack	PHOTO PAPER, glossy, A4, 10pcs/pack		

	200	piece	Storage Box with lid, legal		
	10	piece	Calculator, 12 digits		
			TOTAL		

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

Very truly yours,


ELENA P. MARMES
PURCHASER

Telefax: _____

Authorized Company
 Representative : _____

**PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:**

(Signature Over Printed Name)

IMPORTANT

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

Company Name : _____

Address : _____

Telephone nos. : _____

T.I.N. : _____

PSHS-00-F-PRU-06-Ver02-Rev01-03/05/20

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22-10-125

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Project:

Procurement of common-use supplies for 4th Quarter

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - CENTRAL MINDANAO CAMPUS intends to apply the sum of **Two Hundred Eighty-Six Thousand Six Hundred Ten Pesos and 00/100 (P286,610.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project:

TERMS OF REFERENCE:

Please submit your quotations/proposals duly signed by you or your authorized representative not later than **October 17, 2022** up to 10:00AM for the items described at the back, subject to the Terms of Reference provided below.

1. Bidders shall Provide **correct and accurate information** required in this form.
2. Quotations must be placed inside an envelope and duly sealed.
3. Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
4. **Price quotation/s** to be denominated in **Philippine pesos** include all taxes, duties, and/or levies payable.
5. **Award of Contract** shall be per item basis and shall be made to the lowest and responsive quotation which complies with the terms of reference stated herein.
6. 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**
7. 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.
8. 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.

Quotations may be submitted manually at the address and contact number indicated above.

For any clarification, you may contact Mr. Carlito C. Lariosa through cellphone no. (063)836-0098 or email address at BAC@cmc.pshs.edu.ph.


IAN CRIS L. CADILE
BAC Chairperson