

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM		REQUEST FOR QUOTATION FORM & NOTICE (GOODS)	
Office/ Campus:	MIMAROPA REGION CAMPUS		
Address/ Contact Details:	BRGY. RIZAL, ODIONGAN, ROMBLON		

Quotation No.:	2021-01-QN001
Date :	January 14, 2021

Project:

SUPPLY AND DELIVERY OF 2021 OFFICE SUPPLIES

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MIMAROPA REGION CAMPUS intends to apply the sum of TWO HUNDRED EIGHTY-THREE THOUSAND SEVEN HUNDRED THIRTY-SEVEN PESOS ONLY (**PhP283,737.00**) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: SUPPLY AND DELIVERY OF 2021 OFFICE SUPPLIES

TERMS OF REFERENCE:

1. The PSHS-MRC now invites qualified suppliers/manufacturers/dealers/service providers to submit price quotations for the above item with the following specifications:

1.1 Please see attached request for quotation form.

SUPPLY AND DELIVERY OF 2021 OFFICE SUPPLIES

Lot 1 ABC = PhP181,399.00

Lot2 ABC = PhP102,338.00

TOTAL ABC = PhP283,737.00

2. Procurement will be conducted through one of the Alternative Modes of Procurement which is "Small Value Procurement" specified under RA 9184, and its Revised IRR, otherwise known as the "Government Procurement Reform Act".

3. Eligibility Requirements for Small Value Procurement are:

- a.) Certificate of Registration
- b.) Updated Mayor's Permit
- c.) Updated DTI / SEC Registration
- d.) Updated Quarterly Income Tax Return / Tax Clearance
- e.) PhilGEPs Certificate of Membership / Registration or Snapshot of Registered Account in PhilGEPs
- f.) Notarized Omnibus Sworn Statement
- g.) Landbank Passbook Account and Snapshot of Account in Landbank System for Payment Purposes
| Alternative is through Check Payment if Supplier has no Landbank Account
- h.) Filled out Supplier's Information Sheet

4. Interested suppliers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHS-MRC c/o Ms.MARIGEN F. FRONDA, 0912-691-3397 (TNT), 0975-703-0128 (TM) / bacsec@mrc.pshs.edu.ph on January 15 to January 18, 2021 from 8:00am – 5:00pm without cost.

5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on January 18, 2021, 5:00 pm. Suppliers are not required to attend the Opening of Quotations.

6. The winning supplier will be notified in writing or by phone or otherwise by the Head of the Procuring Entity (HOPE) subject to the provisions of RA 9184 and its Revised IRR.

7. The PSHS-MRC reserves the right to accept or reject any price offer, and to annul the procurement process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected supplier or suppliers.

JOANE G. DALISAY
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM	REQUEST FOR QUOTATION FORM & NOTICE (GOODS)
--	--

Office/ Campus:	MIMAROPA REGION CAMPUS
Address/ Contact Details:	Brgy. Rizal, Odiongan, Romblon

Quotation No.:	2021-01-QN001
Date :	January 14, 2021

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 will be within thirty (30) Calendar Days upon receipt of Purchase Order (PO).

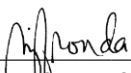
In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed 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>					
Lot 1	12	roll	MASKING TAPE 1"		
	18	roll	SCOTCH TAPE, 1"		
	5	pc	MAGAZINE FILE CARTON		
	45	pc	ARCH FILE FOLDER 3" (TOP CLIP, A4)		
	43	pc	ARCH FILE FOLDER 3" (TOP CLIP, LONG)		
	300	pc	ENVELOPE (EXPANDING W/ CORD, SPECIFY COLOR, LONG)		
	10	pc	FOLDER (WHITE, A4, THICK)		
	110	pc	FOLDER (WHITE, LONG, THICK)		
	5	pc	FOLDER EXPANDING (LONG, BLACK/BLUE)		
	2	box	BINDER CLIP (SMALL)		
	2	box	BINDER CLIP (MEDIUM)		
	2	box	BINDER CLIP (BIG)		
	4	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A3)		
	602	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A4)		
	34	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (LEGAL)		
	11	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (SHORT)		
	2	pad	POST-IT STICKER, ARROW (100/PAD) 40X15MM ASSORTED		
	2	pad	POST-IT STICKER, ARROW SIGN HERE (100/PAD) 40X15MM ASSORTED		
	30	pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, WHITE, 10/PACK, 200 GSM		
	30	pack	SPECIALTY BOARD (VELLUM), A4, WHITE 10/PACK, 200 GSM		
	10	pack	SPECIALTY BOARD (VELLUM), A4, BLUE, 10/PACK, 200 GSM		
	2	box	PERMANENT MARKER (BLACK), FINE 12 PCS/BOX		
	3	box	PERMANENT MARKER (BLACK), BROAD 12 PCS/BOX		
	2	bottle	PERMANENT MARKER INK (REFILL INK-BLACK)		
	6	pc	REGULAR BALLPEN (BLACK)		
	6	pc	REGULAR BALLPEN (BLUE)		
	4	pc	SIGN PEN (GEL), 0.3 MM BLACK		
	4	pc	SIGN PEN (GEL), 0.5 MM BLACK		
LOT 1 TOTAL COST					
Continued On Next Page					

Delivery Term : _____
 Delivery Time : **Delivery will be within thirty (30) Calendar Days upon receipt of Purchase Order (PO).**
 Payment Term : **30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very truly yours,

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:



MARGEN F. FRONDA
 A.O - IV Designated Supply Officer
 Mob. No.: 0975-703-0128
 Email: bacsec@mrc.pshs.edu.ph

Authorized Company Representative : _____
 (Signature Over Printed Name)

Telefax: _____

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. : _____

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

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

Office/ Campus: **MIMAROPA REGION CAMPUS**
Address/ Contact Details: **Brgy. Rizal, Odiangan, Romblon**

Quotation No.: **2021-01-QN001**
Date: **January 14, 2021**

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.

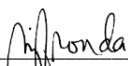
Delivery will be within thirty (30) Calendar Days upon receipt of Purchase Order (PO).

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					
Forwarded					
Lot 2	12	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (BLACK)		
	4	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (YELLOW)		
	4	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (CYAN)		
	4	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (MAGENTA)		
	6	bottle	EPSON PRINTER INK FOR L1455 70 ML (BLACK)		
	6	bottle	EPSON PRINTER INK FOR L1455 70 ML (YELLOW)		
	6	bottle	EPSON PRINTER INK FOR L1455 70 ML (CYAN)		
	6	bottle	EPSON PRINTER INK FOR L1455 70 ML (MAGENTA)		
	3	bottle	EPSON PRINTER INK FOR L3110 70 ML (BLACK)		
	1	bottle	EPSON PRINTER INK FOR L3110 70 ML (YELLOW)		
	1	bottle	EPSON PRINTER INK FOR L3110 70 ML (CYAN)		
	1	bottle	EPSON PRINTER INK FOR L3110 70 ML (MAGENTA)		
	15	bottle	EPSON PRINTER INK FOR L5190 65 ML (BLACK)		
	10	bottle	EPSON PRINTER INK FOR L5190 65 ML (YELLOW)		
	10	bottle	EPSON PRINTER INK FOR L5190 65 ML (CYAN)		
	10	bottle	EPSON PRINTER INK FOR L5190 65 ML (MAGENTA)		
	2	bottle	EPSON PRINTER INK FOR L6190 127 ML (BLACK) 001		
	2	bottle	EPSON PRINTER INK FOR L6190 70 ML (CYAN) 001		
	2	bottle	EPSON PRINTER INK FOR L6190 70 ML (MAGENTA) 001		
	2	bottle	EPSON PRINTER INK FOR L6190 70ML (YELLOW) 001		
	6	bottle	EPSON PRINTER INK FOR L4160 127 ML (BLACK) 001		
	4	bottle	EPSON PRINTER INK FOR L4160 70 ML (CYAN) 001		
	4	bottle	EPSON PRINTER INK FOR L4160 70 ML (MAGENTA) 001		
	4	bottle	EPSON PRINTER INK FOR L4160 70ML (YELLOW) 001		
	1	pc	HP LASERJET PRO MFP M130NW - 19A		
	1	pc	HP LASERJET PRO MFP M130NW - 17A		
	7	pc	BROTHER MFC-L3735CDN, TONER CARTRIDGE TN-263BK		
	1	pc	BROTHER MFC-L3735CDN, TONER CARTRIDGE TN-263C		
	1	pc	BROTHER MFC-L3735CDN, TONER CARTRIDGE TN-263M		
	1	pc	BROTHER MFC-L3735CDN, TONER CARTRIDGE TN-263Y		
			LOT 2 TOTAL COST		
			GRAND TOTAL		
Nothing Follows					

Delivery Term : _____
 Delivery Time : **Delivery will be within thirty (30) Calendar Days upon receipt of Purchase Order (PO).**
 Payment Term : **30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very truly yours,


MARIGEN F. FRONDA
 A.O - IV Designated Supply Officer
 Mob. No.: 0975-703-0128
 Email: bacsec@mrc.pshs.edu.ph

Authorized Company
 Representative : _____

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

(Signature Over Printed Name)

Telefax: _____

IMPORTANT

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

Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____