

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

Quotation No.:	2023-06-QN051
Date :	05-Jun-23

Project: **Supply and Delivery of Office Supplies**

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MIMAROPA REGION CAMPUS intends to apply the sum of TWO HUNDRED NINETY THREE THOUSAND TWO HUNDRED NINETY TWO PESOS ONLY (**PhP293,292.00**) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **Supply and Delivery of 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 Office Supplies**  
**Lot 1 = PhP150,462.00**  
**Lot 2 = PhP142,830.00**  
**TOTAL = PhP293,292.00**
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.) Updated Mayor's Permit
  - b.) Certificate of Registration
  - c.) Updated DTI / SEC Registration
  - d.) PhilGEPs Certificate of Membership / Registration or Snapshot of Registered Account in PhilGEPs
  - e. Omnibus Sworn Statement (OSS)
  - f. ) Landbank Passbook Account and Snapshot of Account in Landbank System for Payment Purposes  
| Alternative is through Check Payment if Supplier has no Landbank Account
  - g.) 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. IVY MAY F. FAMATIGA**, 0961-074-0071 (Smart), 0906-591-5253 (Globe) / bacsec@mrc.pshs.edu.ph on **June 6, 2023 to June 9, 2023 from 8:00am – 5:00pm** without cost.
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on **June 9, 2023, 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.

  
 WOODRITZA F. RABINO  
 BAC Chairperson

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

SIR/MADAM:

Quotation No.:  
Date :

2023-06-QN051
June 5, 2023

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.

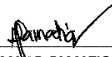
**Delivery will be Within Forty-five (45) calendar days upon Receipt of Purchase Order (PO).**

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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
Lot 1			***Supply and Delivery of PSHS-MRC Office Supplies***		
	9	pc	ARCH FILE FOLDER (A4 SIDE CLIP)		
	7	pc	ARCH FILE FOLDER 3" (SIDE CLIP, LONG)		
	9	pc	ARCH FILE FOLDER 3" (TOP CLIP, LONG)		
	45	box	BINDER CLIP (SMALL) - 1 doz/box		
	45	box	BINDER CLIP (MEDIUM) - 1 doz/box		
	60	box	BINDER CLIP (BIG) - 1 doz/box		
	7	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A3)		
	70	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A4)		
	55	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (LEGAL)		
	1	pack	BOND PAPER, COLORED , PINK, (8 1/2 X 11) 250 sheets/pack		
	1	pack	BOND PAPER, COLORED , PINK, (8 1/2 X 13) 250 sheets/pack		
	3	pc	Check Printer <b>RIBBON (9-PIN ONLY, EPSON LX310, 18 MTRS)</b>		
	4	pc	Calculator <b>RIBBON for SHARP IR-40T</b>		
	6	roll	Calculator <b>Adding Machine Tape 2"</b>		
	2	pack	CLEAR PVC FOR BINDING (A4 SIZE)/100/pack		
	6	pc	CLIPBOARD (PLASTIC, LONG)		
	1	pack	CUTTER BLADE BIG 10'S		
	4	pc	DATING AND STAMPING MACHINE (INCLUDING INKING PAD)		
	2	pc	DESK TRAY (PLASTIC, SPECIFY COLOR, 3 LAYERS)		
	7	pc	DOUBLE-ADHESIVE TAPE 1"		
	6	pc	DOUBLE-ADHESIVE TAPE 1/2"		
	15	pc	DUCT TAPE 2"		
	3	pc	DVD REWRITABLE, 4X SPEED, 4.7GB CAPACITY		
	13	pc	ELECTRICAL TAPE (MEDIUM)		
	216	pc	ENVELOPE (BROWN, LONG)		
	66	pc	ENVELOPE (BROWN, SHORT)		
	67	pc	ENVELOPE (EXPANDING W/ CORD, SPECIFY COLOR, LONG)		
	22	pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, WHITE,		
	1	pc	TAPE DISPENSER, TABLE TOP 2"		
	5	roll	WARNING TAPE (YELLOW) 2"X25M		
<b>***Continued on Next Page***</b>					
<b>TOTAL</b>					

Delivery Term : \_\_\_\_\_  
 Delivery Time : **Delivery will be Within Forty-five (45) calendar days upon Receipt of Purchase Order (PO).**  
 Payment Term : **Fifteen (15) days upon completion of delivery/service**

Very truly yours,

  
**IVY MAY F. FAMATIGA**  
 A.O - V / Procurement Officer  
 Mob. No.: 0961-074-0071 / 0906-591-5253  
 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**

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. : \_\_\_\_\_

<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>	
Office/ Campus:	MIMAROPA REGION CAMPUS		
Address/ Contact Details:	Brgy. Rizal, Odiongan, Romblon		

Quotation No.:

2023-06-QN051

Date :

June 5, 2023

SIR/MADAM:

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.

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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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
<b>***Supply and Delivery of PSHS-MRC Office Supplies***</b>					
	8	box	FILE TABS (PLASTIC / TRANSPARENT COVER)		
	14	pc	FLOURESCENT MARKER (SPECIFY COLOR)		
	120	pc	FOLDER (WHITE, A4, THICK)		
	500	pc	FOLDER (WHITE, LONG, THICK)		
	54	pc	FOLDER EXPANDING (VIOLET, LONG)		
	3	roll	FRAGILE TAPE 2" X 300M		
	7	pc	GLUE - 130 GRAMS / 118 ML (BIG)		
	2	pc	GLUE GUN MEDIUM HEAVY DUTY		
	18	pc	GLUE STICK		
	1	pack	INDEX CARD, 5"X8", 100S		
	8	pc	MAGAZINE FILE CARTON		
	1	pc	MAGAZINE RACK 3-DIVIDERS W/ DRAWER		
	8	roll	MASKING TAPE 1"		
	4	roll	MASKING TAPE 2"		
	1	pc	MESH PEN HOLDER		
	1	roll	MOUNTING TAPE EXTRA HEAVY DUTY 24MM X 5M		
	7	roll	PACKAGING TAPE 2"		
	4	box	PAPER CLIP 1 1/2" (SMALL)		
	33	box	PAPER FASTENER, PLASTIC COATED, 50S/BOX		
	2	pack	PARCHMENT PAPER FOR CERTIFICATES, A4/SHORT,		
	3	box	PERMANENT MARKER (BLACK), BROAD 12 PCS/BOX		
	1	box	PERMANENT MARKER (BLACK), FINE 12 PCS/BOX		
	1	box	PERMANENT MARKER (RED), BROAD 12 PCS/BOX		
	1	pack	PHOTO PAPER 210 GSM (A4, 20S / PACK)		
	4	box	WHITEBOARD MARKER (BLACK) 12 PCS / BOX		
	4	box	WHITEBOARD MARKER (BLUE) 12 PCS / BOX		
	4	box	WHITEBOARD MARKER (RED) 12 PCS / BOX		
	4	bottle	WHITEBOARD MARKER REFILL (BLACK)		
	4	bottle	WHITEBOARD MARKER REFILL (BLUE)		
	4	bottle	WHITEBOARD MARKER REFILL (RED)		
<b>***Continued on Next Page***</b>					
<b>TOTAL</b>					

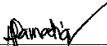
Delivery Term :

Delivery Time : **Delivery will be Within Forty-five (45) calendar days upon Receipt of Purchase Order (PO).**

Payment Term : **Fifteen (15) days upon completion of delivery/service**

Very truly yours,

PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:

  
IVY MAY F. FAMATIGA

A.O - V / Procurement Officer

Mob. No.: 0961-074-0071 / 0906-591-5253

Email: bacsec@mrc.pshs.edu.ph

Telefax:

Authorized Company

Representative :

(Signature Over Printed Name)

**IMPORTANT**

- Prices must be typewritten in ink clearly.
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Company Name :

Address :

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<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>	<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>
Office/ Campus:	MIMAROPA REGION CAMPUS
Address/ Contact Details:	Brgy. Rizal, Odiongan, Romblon

SIR/MADAM: \_\_\_\_\_

Quotation No.: 2023-06-QN051  
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Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
***Supply and Delivery of PSHS-MRC Office Supplies***					
	10	pad	POST-IT STICKER, 3/4" ASSORTED COLORS		
	7	pad	POST-IT STICKER, ARROW SIGN HERE (100/PAD)		
	2	box	PUSH PINS - 50'S		
	7	pc	RECORD BOOK (300 PAGES) SIZE 214MMX278MM MIN.		
	6	pc	RECORD BOOK (500 PAGES) SIZE 214MMX278MM MIN.		
	20	box	REGULAR BALLPEN (BLACK) 12/BOX		
	13	box	REGULAR BALLPEN (BLUE) 12/BOX		
	1	box	REGULAR BALLPEN (VIOLET) (12/BOX)		
	2	box	RUBBER BAND, 70MM MIN LAY FLAT LENGTH (#18)		
	1	pc	SCIENTIFIC CALCULATOR FX 991-ES PLUS (CASIO) - Latest		
	7	roll	SCOTCH TAPE, 1"		
	7	roll	SCOTCH TAPE, 2"		
	4	box	SIGN PEN (GEL), 0.3 MM BLACK (12/ BOX)		
	6	box	SIGN PEN (GEL), 0.3 MM GREEN (12/ BOX)		
	6	box	SIGN PEN (GEL), 0.5 MM BLACK (12/ BOX)		
	4	box	SIGN PEN (GEL), 0.5 MM BLUE (12/ BOX)		
	60	pack	SPECIALTY BOARD (VELLUM), 8 1/4X11 3/4(A4), WHITE,		
	1	pc	STAMP PAD - 3 1/4 X 4 3/4 (Blue, INKED #1)		
	2	pc	STAMP PAD - 3 1/4 X 4 3/4 (VIOLET, INKED #1)		
	1	bottle	STAMP PAD INK, BLACK, 24ML (REFILL)		
	8	bottle	STAMP PAD INK, VIOLET, 24ML (REFILL)		
	29	box	STAPLE WIRE # 35		
	3	pc	STAPLER WITH REMOVER (HEAVY DUTY)		
	14	pack	STICKER PAPER (10S / PACK)		
	3	pack	STICKER PAPER A4 10S / PACK		
	4	pc	STORAGE BOX (15W X 24L X 10H X 3/16T)		
	9	pack	SUPER HEAVY DUTY AA BATTERY 2'S		
	9	pack	SUPER HEAVY DUTY AAA BATTERY 4'S		
	1	pack	SUPER HEAVY DUTY AAAA BATTERY 4'S		
***Continued on Next Page***					
<b>TOTAL</b>					

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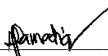
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Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
Lot 2			***Supply and Delivery of PSHS-MRC Office Supplies***		
	20	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (BLACK) 664		
	10	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (YELLOW) 664		
	10	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (CYAN) 664		
	10	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (MAGENTA) 664		
	4	bottle	EPSON PRINTER INK FOR L1455 BLACK 774		
	2	bottle	EPSON PRINTER INK FOR L1455 YELLOW 664		
	2	bottle	EPSON PRINTER INK FOR L1455 CYAN 664		
	2	bottle	EPSON PRINTER INK FOR L1455 MAGENTA 664		
	2	bottle	EPSON PRINTER INK 664 ( MAGENTA)		
	4	bottle	EPSON PRINTER INK 664 (BLACK)		
	2	bottle	EPSON PRINTER INK 664 (CYAN)		
	2	bottle	EPSON PRINTER INK 664 (YELLOW)		
	5	bottle	EPSON PRINTER INK FOR L3110 70 ML (BLACK) 664		
	2	bottle	EPSON PRINTER INK FOR L3110 70 ML (YELLOW) 664		
	2	bottle	EPSON PRINTER INK FOR L3110 70 ML (CYAN) 664		
	2	bottle	EPSON PRINTER INK FOR L3110 70 ML (MAGENTA) 664		
	0	bottle	EPSON PRINTER INK FOR L4160 127 ML (BLACK) 001		
	20	bottle	EPSON PRINTER INK FOR L4160 70 ML (BLACK) 001		
	10	bottle	EPSON PRINTER INK FOR L4160 70 ML (YELLOW) 001		
	10	bottle	EPSON PRINTER INK FOR L4160 70 ML (CYAN) 001		
	10	bottle	EPSON PRINTER INK FOR L4160 70 ML (MAGENTA) 001		
	10	bottle	EPSON PRINTER INK FOR L5190 65ML (BLACK) 003		
	5	bottle	EPSON PRINTER INK FOR L5190 65ML (YELLOW) 003		
	5	bottle	EPSON PRINTER INK FOR L5190 65ML (CYAN) 003		
	5	bottle	EPSON PRINTER INK FOR L5190 65ML (MAGENTA) 003		
	2	pc	TONER for MP2014 (BLACK) for Gestetner Photocopier		
<b>***Continued on Next Page***</b>					
<b>TOTAL</b>					

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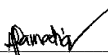
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<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
<b>***Supply and Delivery of PSHS-MRC Office Supplies***</b>					
	1	pc	Brother Laser Printer POWDER for L3735CDN (BLACK)		
	1	pc	Brother Laser Printer POWDER for L3735CDN (MAGENTA)		
	1	pc	Brother Laser Printer POWDER for L3735CDN (YELLOW)		
	1	pc	Brother Laser Printer POWDER for L3735CDN (CYAN)		
	2	bottle	Brother MFC-T4500DW (Black - btD60bk)		
	1	bottle	Brother MFC-T4500DW (Cyan - bt5000c)		
	1	bottle	Brother MFC-T4500DW (Magenta - bt5000m)		
	1	bottle	Brother MFC-T4500DW (Yellow - bt5000y)		
	4	pc	High Yield Ink CARTRIDGE for Brother MFC-J2330DW Inkjet		
	2	pc	High Yield Ink CARTRIDGE for Brother MFC-J2330DW Inkjet		
	2	pc	High Yield Ink CARTRIDGE for Brother MFC-J2330DW Inkjet		
	2	pc	High Yield Ink CARTRIDGE for Brother MFC-J2330DW Inkjet		
	4	pc	TONER for Photocopier (230g, Code - MP2501)		
<b>***Nothing Follows***</b>					
<b>TOTAL</b>					

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