



PHILIPPINE SCIENCE HIGH SCHOOL  
MIMAROPA REGION CAMPUS

REQUEST FOR QUOTATION  
FORM AND NOTICE

Project: **SUPPLY & DELIVERY OF OFFICE EQUIPMENT (CARD PRINTER)**

The PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS (PSHS-MRC) intends to apply the sum of **SIXTY THOUSAND FIVE HUNDRED PESOS (Php60,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY & DELIVERY OF OFFICE EQUIPMENT (CARD PRINTER)**

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

1.1 Please see attached request for quotation form.

**SUPPLY & DELIVERY OF OFFICE EQUIPMENT (CARD PRINTER)**

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
- i.) Warranty Certificate

4. Interested suppliers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHS-MRC c/o Mr. ELIAZAR M. FIRMALO, (0933-337-2203 / bacsec@mrc.pshs.edu.ph on **November 11 - 14, 2019** from 8:00am – 5:00pm without cost.

5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on **November 14, 2019, 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.

  
**MERIAM F. FALLAR**  
Administrative Officer V  
BAC Chairperson



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS**  
Brgy. Rizal, Odiongan, Romblon

**REQUEST FOR QUOTATION**

Quotation No.:  
Date:

2019-11-PR136  
7-Nov-19

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 15 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.*

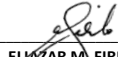
ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
	1	pc	<b>CARD PRINTER</b>		
			Printed Type: Plastic card printer-dye sublimation/thermal transfer-color		
			Power Device Type: Power adapter		
			Nominal Voltage: AC 120/230 V		
			Frequency Required: 50/60 Hz		
			Form Factor: External		
			Printer Technology: Dye sublimation/thermal transfer		
			<b>PRINT SPEED</b>		
			up to 102 cards/hour-color single sided-CR-80 card (3.37 in x 2.13 in)		
			up to 514 cards/hour -monochrome-CR-80 card (3.37 in x 2.13 in)		
			Connectivity Technology: Wired		
			Interface: USB		
			Automatic Duplexing		
			Media Handling: 100-cards input hopper		
			Media Type: PVC card, plastic card, self-adhesive PVC card		
			Card/Label Size: CR-79 card (3.3 in x 2.1in), CR-80 card (3.37 in x 2.13 in)		
			Total Media Capacity: 100		
			Printing: Automatic Duplexing		
			<b>SYSTEM REQUIREMENTS</b>		
			OS Required: Microsoft Windows 7, Microsoft Windows Server 2003, Microsoft Windows Vista/2000		
			<b>MEDIA HANDLING</b>		
			Media Thickness Range: 0.02 in - 0.04 in		
			Output Trays Capacity: 30 cards		
			Media Type: PVC card, plastic card, self-adhesive PVC card		
			Card/Label Size: CR-79 card (3.3 in x 2.1in), CR-80 card (3.37 in x 2.13 in)		
			Total Media Capacity: 100		
			Compatibility: PC		
			<b>INTERFACE REQUIRED</b>		
			Type: USB		
			Printing Output Type: Color		
			<b>DIMENSIONS &amp; WEIGHT</b>		
			Width: 8.1 in		
			Depth: 17.8 in		
			Height: 9.2 in		
			Weight: 12.13 lbs		
			<b>PRINTER OUTPUT</b>		
			Max Speed: 102 cards/hour, 514 cards/hour		
			<b>***Nothing Follows***</b>		
			<b>TOTAL</b>		

**DELIVERY TERM:**

**DELIVERY TIME: DELIVERY WITHIN 15 CALENDAR DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (PO).**

**PAYMENT TERM: 30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very Truly Yours,

  
**ELIAZAR M. FIMALO**  
A. C. III - Supply Officer II  
Mob. No.: 0933-3372203(Sun)  
Email: bacsec@mrc.pshs.edu.ph

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

Authorized Company  
Representative:

(Signature over Printed Name)

Company Name:

Address:

Mobile No., Tel. No.:

T.I.N.:

**IMPORTANT**

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