



Project: **SUPPLY AND DELIVERY OF 2019 OFFICE SUPPLIES**

The PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS (PSHS-MRC) intends to apply the sum of **NINE HUNDRED NINETY THREE THOUSAND EIGHT HUNDRED FORTY THREE PESOS (Php 993,843.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY AND DELIVERY OF 2019 OFFICE SUPPLIES**.

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 AND DELIVERY OF 2019 OFFICE SUPPLIES**

**LOT 1 ABC = 26,245.00**  
**LOT 2 ABC = 17,040.00**  
**LOT 3 ABC = 12,252.00**  
**LOT 4 ABC = 35,945.00**  
**LOT 5 ABC = 56,152.00**  
**LOT 6 ABC = 133,764.00**  
**LOT 7 ABC = 35,915.00**  
**LOT 8 ABC = 290,270.00**  
**LOT 9 ABC = 100,600.00**  
**LOT 10 ABC = 183,730.00**  
**LOT 11 ABC = 14,605.00**  
**LOT 12 ABC = 87,325.00**

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 Mr. ELIAZAR M. FIRMALO, (0933-337-2203 (Sun)/bacsec@mrc.pshs.edu.ph on January 24, 2019 - February 1, 2019 from 8:00am – 5:00pm without cost.

5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on February 1, 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



**REQUEST FOR QUOTATION**

Quotation No.: **2019-01-PR007**  
Date: **23-Jan-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.*

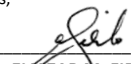
**1ST DELIVERY WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (P.O)**  
**2nd DELIVERY WITHIN MONTH OF MAY**

*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>COMMON OFFICE SUPPLIES</b>					
<b>LOT 1</b>			<b>I. Adhesives</b>		
	60	roll	DOUBLE-ADHESIVE TAPE 1"		
	40	roll	DOUBLE-ADHESIVE TAPE 1/2"		
	47	roll	DUCT TAPE 2"		
	22	roll	ELECTRICAL TAPE (MEDIUM)		
	10	roll	FRAGILE TAPE 2" X 300M		
	53	bottle	GLUE - 130 GRAMS / 118 ML (BIG)		
	1	bottle	GLUE - 40 GRAMS / 36.9ML (SMALL)		
	10	pcs	GLUE GUN MEDIUM HEAVY DUTY		
	78	pcs	GLUE STICK		
	64	roll	MASKING TAPE 1"		
	31	roll	MASKING TAPE 2"		
	23	roll	MOUNTING TAPE EXTRA HEAVY DUTY 24MM X 5M		
	57	roll	PACKAGING TAPE 2"		
	2	bottle	PASTE WITH BRUSH		
	6	roll	PVC BINDING TAPE 2"		
	79	roll	SCOTCH TAPE, 1"		
	48	roll	SCOTCH TAPE, 2"		
	3	pcs	TAPE DISPENSER, TABLE TOP 2"		
	4	roll	WARNING TAPE (YELLOW) 2"X25M		
<b>LOT 2</b>			<b>II. Art Supplies</b>		
	30	pcs	ARTIST BRUSH 6"		
	30	pcs	BRUSH CLEANER CUP (MEDIUM)		
	30	set	BRUSH SET 6'S		
	12	pcs	DUSTING BRUSH 12"		
	30	pcs	MIXING PLATE PLASTIC ROUND - 6 HOLES		
	30	set	WATER COLOR - 16 COLORS /SET		
	1	pc	ART CANVASS COTTON MATTE		
	5	pcs	ACRYLIC PAINT SMALL (RED)		
	5	pcs	ACRYLIC PAINT SMALL (BLUE)		
	5	pcs	ACRYLIC PAINT SMALL (YELLOW)		
	5	pcs	ACRYLIC PAINT SMALL (WHITE)		
	5	pcs	ACRYLIC PAINT SMALL (BLACK)		
<b>***Continued on Next Page***</b>					
				<b>TOTAL</b>	

**DELIVERY TERM: 2 DELIVERY SCHEDULES**  
**DELIVERY TIME: 1ST DELIVERY WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (P.O)**  
**2ND DELIVERY WITHIN MONTH OF MAY**  
**PAYMENT TERM: 30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very Truly Yours,

  
**ELAZAR M. FIRMALO**  
A. O. 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



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.:	<b>2019-01-PR007</b>
Date:	<b>23-Jan-19</b>

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.

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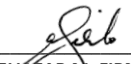
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<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
<b>LOT 3</b>			<b>III. Batteries</b>		
	132	pack	SUPER HEAVY DUTY AA BATTERY 2'S		
	125	pack	SUPER HEAVY DUTY AAA BATTERY 4'S		
<b>LOT 4</b>			<b>IV. Desk Accessories</b>		
	28	pcs	BOOKENDS 8"		
	13	set	DESK TRAY (PLASTIC, SPECIFY COLOR, 3 LAYERS)		
	112	box	FILE TABS (PLASTIC / TRANSPARENT COVER)		
	80	pcs	MAGAZINE FILE CARTON		
	9	pcs	MAGAZINE FILE PLASTIC		
	5	pcs	MAGAZINE RACK 3-DIVIDERS W/ DRAWER		
	10	pcs	MESH PEN HOLDER		
<b>LOT 5</b>			<b>V. Filing Folders and Binders</b>		
	2	pcs	3-RING BINDER VINYL COVER (S) 1"		
	38	pcs	ARCH FILE FOLDER 3" (SIDE CLIP, A4)		
	27	pcs	ARCH FILE FOLDER 3" (SIDE CLIP, LONG)		
	40	pcs	ARCH FILE FOLDER 3" (TOP CLIP, A4)		
	2	pcs	ARCH FILE FOLDER 3" (TOP CLIP, LONG)		
	36	pcs	CLEARBOOK (SPECIFY COLOR, LONG)		
	20	pcs	CLEAR PVC FOR BINDING (A4 SIZE)		
	20	pcs	CLEAR PVC FOR BINDING (Long Size)		
	905	pcs	ENVELOPE (BROWN, LONG)		
	214	pcs	ENVELOPE (BROWN, SHORT)		
	232	pcs	ENVELOPE (EXPANDING W/ CORD, SPECIFY COLOR, LONG)		
	308	pcs	ENVELOPE (WHITE, LONG, MAILING)		
	12	pcs	FOLDER (PLASTIC, A4, W/ SLIDER)		
	146	pcs	FOLDER (WHITE, A4, THICK)		
	690	pcs	FOLDER (WHITE, LONG, THICK)		
	341	pcs	FOLDER EXPANDING (SPECIFY COLOR, LONG)		
	2	pcs	PLASTIC RING BINDER 20MM (3/4")		
	2	pcs	WIRE BINDING SPINES		
	24	pcs	RINGS FOR RING BINDER 1"		
	34	pcs	RINGS FOR RING BINDER 1/2"		
			***Continued on Next Page***		
			<b>TOTAL</b>		

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2ND DELIVERY WITHIN MONTH OF MAY**

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Very Truly Yours,

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

Authorized Company  
Representative:

(Signature over Printed Name)

Company Name:

Address:

Mobile No., Tel. No.:

T.I.N.:

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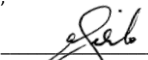
ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
<b>LOT 6</b>			<b>VI. General Office Supplies</b>		
	119	can	AIR FRESHENER 280ML/ 150G MIN		
	34	box	BINDER CLIP (SMALL)		
	18	box	BINDER CLIP (MEDIUM)		
	31	box	BINDER CLIP (BIG)		
	30	pcs	BOOK STAND (WOOD)		
	2	pcs	CHIP BOARD		
	3	pcs	CHECK PRINTER RIBBON (9-PIN ONLY, EPSON LX310, 18 MTRS)		
	55	pcs	FRAME CERTIFICATE 8.5"X11"		
	42	pcs	FRAME CERTIFICATE 8.5"X13"		
	6	pcs	GEL MOISTENER		
	13	pack	KEY HOLDER 50'S		
	8	pcs	NAME BADGE STRAP WITH METAL HOOK		
	35	box	PAPER CLIP 1 1/2" (SMALL)		
	30	box	PAPER CLIP 2 1/2" (LARGE)		
	15	box	PAPER CLIP 2" (MEDIUM)		
	28	box	PAPER FASTENER, PLASTIC, W/ LONG STEM, 50S/BOX		
	88	box	PAPER FASTENER, PLASTIC COATED, 50S/BOX		
	11	pack	PLASTIC BULLDOG CLIP 1 1/2" (24S)		
	10	pack	PLASTIC BULLDOG CLIP 2 1/2" (12S)		
	6	pack	PLASTIC BULLDOG CLIP 2" (12S)		
	21	box	PUSH PINS - 50'S		
	4	pcs	RIBBON CARTRIDGE, FOR BUNDY CLOCK, MODEL: IWATA 2CRH		
	10	box	RUBBER BAND, 70MM MIN LAY FLAT LENGTH (#18)		
	6	pcs	SIGN BOARD (OPEN-CLOSED)		
	4	pcs	SIGN BOARD (PUSH-PULL)		
	4	box	THUMB TACKS 100'S CHROME (3/8)		
	6	pack	TIME CARD 85x188x0.35MM (WXLXH)		
	87	box	TISSUE (FACIAL, 100S/BOX)		
	106	pack	TISSUE PAPER (2 PLY) 12 ROLLS / PACK		
	4	pcs	WALL CLOCK		
***Continued on Next Page***					
<b>TOTAL</b>					

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**REQUEST FOR QUOTATION**

Quotation No.:  
Date:

2019-01-PR007
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<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
<b>LOT 7</b>			<b>VII. Office Tools and Equipment</b>		
	8	pcs	CALCULATOR 12 DIGITS		
	8	pcs	CALCULATOR SCIENTIFIC		
	23	pcs	CUTTER BIG HEAVY DUTY		
	21	pack	CUTTER BLADE BIG 10'S		
	12	pcs	DATING AND STAMPING MACHINE (INCLUDING INKING PAD)		
	5	pcs	PENCIL SHARPENER, HEAVY DUTY		
	2	pcs	PUNCHER (HEAVY-DUTY)		
	28	pcs	RULER 12" (PLASTIC, CLEAR)		
	16	pcs	SCISSORS, MEDIUM SIZE (HEAVY DUTY)		
	11	pcs	STAMP PAD - 3 1/4 X 4 3/4 (VIOLET, INKED #1)		
	1	box	STAMP PAD INK, BLACK, 24ML (REFILL)		
	14	bottle	STAMP PAD INK, VIOLET, 24ML (REFILL)		
	6	box	STAPLE WIRE # 10		
	58	box	STAPLE WIRE # 35		
	19	pcs	STAPLER WITH REMOVER (HEAVY DUTY)		
<b>LOT 8</b>			<b>VIII. Paper Supplies</b>		
	28	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A3)		
	499	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A4)		
	177	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (LEGAL)		
	7	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (SHORT)		
	35	box	CARBON PAPER (SHORT)		
	110	pad	DTR CARD		
	30	pcs	ILLUSTRATION BOARD (1/2)		
	70	pcs	ILLUSTRATION BOARD (1/4)		
	16	pcs	ILLUSTRATION BOARD (WHOLE)		
	17	pack	INDEX CARD, 5"X8", 100S		
	37	pack	NEON PAPER A4 80 GSM 10S		
	55	pack	PHOTO PAPER 210 GSM (A4, 20S / PACK)		
	66	pad	POST-IT STICKER, 3/4" ASSORTED COLORS		
	59	pad	POST-IT STICKER, ARROW (100/PAD) 40X15MM ASSORTED		
	53	pad	POST-IT STICKER, ARROW SIGN HERE (100/PAD) 40X15MM ASSORTED		
	36	pcs	RECORD BOOK (300 PAGES) SIZE 214MMX278MM MIN.		
	45	pcs	RECORD BOOK (500 PAGES) SIZE 214MMX278MM MIN.		
	87	pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, WHITE, 10/PACK, 200 GSM		
	150	pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, BLUE, 10/PACK, 200 GSM		
	3	pcs	SPIRAL NOTEBOOK (50 PAGES)		
	77	pack	STICKER PAPER (10S / PACK)		
	1	roll	VINYL STICKERS (100 MICRONS) GLOSSY		
***Continued on Next Page***					
<b>TOTAL</b>					

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Very Truly Yours,

  
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Authorized Company  
Representative: \_\_\_\_\_

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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
	1	rolls	VINYL CAR STICKERS (2FT) RED		
	1	rolls	VINYL CAR STICKERS (2FT) BLACK		
	1	rolls	VINYL CAR STICKERS (2FT) WHITE		
	1	rolls	VINYL CAR STICKERS (2FT) BLUE		
	1	rolls	VINYL CAR STICKERS (2FT) YELLOW		
	1	rolls	VINYL CAR STICKERS (2FT) GREEN		
	1	rolls	VINYL CAR STICKERS (2FT) SILVER		
	1	rolls	VINYL CAR STICKERS (2FT) GOLD		
	1	rolls	T-SHIRT TRANSFER (2FT) WHITE		
	1	rolls	T-SHIRT TRANSFER (2FT) BLACK		
	1	rolls	T-SHIRT TRANSFER (2FT) RED		
	1	rolls	T-SHIRT TRANSFER (2FT) DARK BLUE		
	1	rolls	T-SHIRT TRANSFER (2FT) YELLOW		
	1	rolls	T-SHIRT TRANSFER (2FT) GLOW IN THE DARK		
	1	rolls	T-SHIRT TRANSFER (2FT) LIGHT BLUE		
	1	rolls	T-SHIRT TRANSFER (2FT) NEON GREEN		
	1	rolls	T-SHIRT TRANSFER (2FT) NEON PINK		
<b>LOT 9</b>			<b>IX. Presentation Supplies</b>		
	5	pcs	CORK BOARD - (2X3FT)		
	15	pcs	CORK BOARD - (3X4FT)		
	15	pcs	SINTRA BOARD (5MM)		
	3	rolls	TARPAULIN 10OZ, 6FT		
	3	rolls	TARPAULIN 10OZ, 5FT		
	6	rolls	TARPAULIN 10OZ, 4FT		
	3	rolls	TARPAULIN 10OZ, 3FT		
	22	pcs	MAGNETIC BUTTONS - 3 CM 5'S		
	10	pcs	WHITEBOARD, PORTABLE 3'X4' W/ FRAME		
<b>LOT 10</b>			<b>X. Printer Refill Inks</b>		
	180	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (BLACK)		
	87	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (YELLOW)		
	87	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (CYAN)		
	87	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (MAGENTA)		
	2	bottle	HP DESIGNJET INK FOR T120 80ML (BLACK)		
	2	bottle	HP DESIGNJET INK FOR T120 3-PACK 29 ML (CYAN)		
	2	bottle	HP DESIGNJET INK FOR T120 3-PACK 29 ML (MAGENTA)		
	2	bottle	HP DESIGNJET INK FOR T120 3-PACK 29 ML (YELLOW)		
			<b>***Continued on Next Page***</b>		
			<b>TOTAL</b>		

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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
<i>PRICES MUST BE TAX (VAT) INCLUSIVE</i>					
	8	bottle	EPSON PRINTER INK FOR L6190 127 ML (BLACK) 001		
	6	bottle	EPSON PRINTER INK FOR L6190 70 ML (CYAN) 001		
	6	bottle	EPSON PRINTER INK FOR L6190 70 ML (MAGENTA) 001		
	6	bottle	EPSON PRINTER INK FOR L6190 70ML (YELLOW) 001		
	2	bottle	ECO SOLVENT INK BLACK		
	2	bottle	ECO SOLVENT INK CYAN		
	2	bottle	ECO SOLVENT INK MAGENTA		
	2	bottle	ECO SOLVENT INK YELLOW		
<b>LOT 11</b>			<b>XI. Storage Systems</b>		
	36	pcs	BALIK-BAYAN BOX (20"X20")		
	55	pcs	DOCUMENT BOX WITH COVER (12WX15.5LX10H)		
	40	pcs	DVD REWRITABLE, 4X SPEED, 4.7GB CAPACITY		
	31	pcs	STORAGE BOX (15W X 24L X 10H X 3/16T)		
<b>LOT 12</b>			<b>XII. Writing Instruments</b>		
	44	pcs	FLOURESCENT MARKER (SPECIFY COLOR)		
	44	box	PENCIL, LEAD W/ ERASER, 1 DOZEN/BOX		
	34	box	PERMANENT MARKER (BLACK), FINE 12 PCS/BOX		
	11	box	PERMANENT MARKER (BLUE), FINE 12 PCS/BOX		
	2	box	PERMANENT MARKER (RED), FINE 12 PCS/BOX		
	22	bottle	PERMANENT MARKER INK (REFILL INK-BLACK)		
	6	bottle	PERMANENT MARKER INK (REFILL INK-BLUE)		
	169	pcs	REGULAR BALLPEN (BLACK)		
	26	pcs	REGULAR BALLPEN (BLUE)		
	35	pcs	REGULAR BALLPEN (RED)		
	34	pcs	REGULAR BALLPEN (VIOLET)		
	145	pcs	SIGN PEN (GEL), 0.5 MM BLACK		
	20	pcs	SIGN PEN (GEL), 0.5 MM BLUE		
	90	pcs	SIGN PEN (GEL), 0.5 MM GREEN		
	20	pcs	SIGN PEN (GEL), 0.5 MM RED		
	44	box	WHITEBOARD MARKER (BLACK) 12 PCS / BOX		
	13	box	WHITEBOARD MARKER (BLUE) 12 PCS / BOX		
	8	box	WHITEBOARD MARKER (RED) 12 PCS / BOX		
	40	bottle	WHITEBOARD MARKER REFILL (BLACK)		
	13	bottle	WHITEBOARD MARKER REFILL (BLUE)		
	6	bottle	WHITEBOARD MARKER REFILL (RED)		
	51	pcs	PENCIL ERASER		
	10	pcs	WHITEBOARD ERASER		
			<b>***Nothing Follows**</b>		
			<b>TOTAL</b>		

**DELIVERY TERM: 2 DELIVERY SCHEDULES**  
**DELIVERY TIME: 1ST DELIVERY WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (P.O)  
2ND DELIVERY WITHIN MONTH OF MAY**  
**PAYMENT TERM: 30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very Truly Yours,

  
**ELIAZAR M. FIRMALO**  
 A. C. III - Supply Officer II  
 Mob. No.: 0933-3372203(Sun)  
 Email: bacsec@mc.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**  
 1. Prices must be typewritten in ink clearly.  
 2. If offering a substitute / equivalent, specify brand name and make