



**PHILIPPINE SCIENCE HIGH SCHOOL
MIMAROPA REGION CAMPUS**

**REQUEST FOR QUOTATION
FORM AND NOTICE**

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

The PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS (PSHS-MRC) intends to apply the sum of **SIX HUNDRED SEVENTY THOUSAND FIVE HUNDRED THIRTY THREE PESOS AND SEVENTY FIVE CENTAVOS (Php 670,533.75)** 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 = ₱ 15,246.00

LOT 2 ABC = ₱ 17,040.00

LOT 3 ABC = ₱ 2,800.00

LOT 4 ABC = ₱ 15,755.00

LOT 5 ABC = ₱ 45,438.75

LOT 6 ABC = ₱ 110,834.00

LOT 7 ABC = ₱ 32,080.00

LOT 8 ABC = ₱ 196,425.00

LOT 9 ABC = ₱ 34,600.00

LOT 10 ABC = ₱ 140,610.00

LOT 11 ABC = ₱ 5,450.00

LOT 12 ABC = ₱ 54,255.00

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 February 19-22, 2019 from 8:00am – 5:00pm without cost.

5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on February 22, 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.: **2019-02-PR025**
Date: **15-Feb-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
PRICES MUST BE TAX (VAT) INCLUSIVE					
COMMON OFFICE SUPPLIES					
LOT 1			I. Adhesives		
	30	roll	DOUBLE-ADHESIVE TAPE 1"		
	20	roll	DOUBLE-ADHESIVE TAPE 1/2"		
	20	roll	DUCT TAPE 2"		
	22	roll	ELECTRICAL TAPE (MEDIUM)		
	53	bottle	GLUE - 130 GRAMS / 118 ML (BIG)		
	5	pcs	GLUE GUN MEDIUM HEAVY DUTY		
	50	pcs	GLUE STICK		
	30	roll	MASKING TAPE 1"		
	15	roll	MASKING TAPE 2"		
	15	roll	MOUNTING TAPE EXTRA HEAVY DUTY 24MM X 5M		
	20	roll	PACKAGING TAPE 2"		
	2	bottle	PASTE WITH BRUSH		
	6	roll	PVC BINDING TAPE 2"		
	30	roll	SCOTCH TAPE, 1"		
	30	roll	SCOTCH TAPE, 2"		
	3	pcs	TAPE DISPENSER, TABLE TOP 2"		
	3	roll	WARNING TAPE (YELLOW) 2"X25M		
LOT 2			II. Art Supplies		
	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)		
			Continued on Next Page		
			TOTAL		

DELIVERY TERM: 2 DELIVERY SCHEDULES

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

Very Truly Yours,


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

Authorized Company
Representative: _____

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature over Printed Name)

Company Name: _____

Address: _____

Mobile No., Tel. No.: _____

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IMPORTANT

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



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PRICES MUST BE TAX (VAT) INCLUSIVE					
LOT 3			III. Batteries		
	30	pack	SUPER HEAVY DUTY AA BATTERY 2'S		
	30	pack	SUPER HEAVY DUTY AAA BATTERY 4'S		
LOT 4			IV. Desk Accessories		
	28	pcs	BOOKENDS 8"		
	13	set	DESK TRAY (PLASTIC, SPECIFY COLOR, 3 LAYERS)		
	30	box	FILE TABS (PLASTIC / TRANSPARENT COVER)		
	30	pcs	MAGAZINE FILE CARTON		
	9	pcs	MAGAZINE FILE PLASTIC		
	10	pcs	MESH PEN HOLDER		
LOT 5			V. Filing Folders and Binders		
	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)		
	18	bundle	ENVELOPE (BROWN, LONG) , 50 PCS.		
	4	bundle	ENVELOPE (BROWN, SHORT) , 50 PCS.		
	2	box	ENVELOPE (EXPANDING W/ CORD, SPECIFY COLOR, LONG), 100PCS		
	1	box	ENVELOPE (WHITE, LONG, MAILING) 70GSM, 500 PCS		
	1	dozen	FOLDER (PLASTIC, A4, W/ SLIDER)		
	2	ream	FOLDER (WHITE, A4, THICK, 14PTS.), 100PCS		
	7	ream	FOLDER (WHITE, LONG, THICK, 14PTS.), 100PCS		
	3	box	FOLDER EXPANDING (SPECIFY COLOR, LONG) 100 PCS		
	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		
			TOTAL		

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ELIAZAR M. FIRMALO

A. C. III - Supply Officer II

Mob. No.: 0933-3372203(Sun)

Email: bacsec@mrc.pshs.edu.ph

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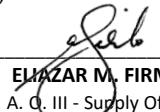
ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE TAX (VAT) INCLUSIVE					
LOT 6			VI. General Office Supplies		
	50	can	AIR FRESHENER 280ML/ 150G MIN		
	34	box	BINDER CLIP (SMALL)		
	18	box	BINDER CLIP (MEDIUM)		
	31	box	BINDER CLIP (BIG)		
	30	pcs	BOOK STAND (WOOD)		
	2	pcs	CHIP 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		
	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)		
	15	box	PUSH PINS - 50'S		
	87	box	TISSUE (FACIAL, 100S/BOX)		
	106	pack	TISSUE PAPER (2 PLY) 12 ROLLS / PACK		
	4	pcs	WALL CLOCK		
LOT 7			VII. Office Tools and Equipment		
	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)		
			Continued on Next Page		
			TOTAL		

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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE TAX (VAT) INCLUSIVE					
	15	pcs	RULER 12" (PLASTIC, CLEAR)		
	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)		
	58	box	STAPLE WIRE # 35		
	10	pcs	STAPLER WITH REMOVER (HEAVY DUTY)		
LOT 8			VIII. Paper Supplies		
	28	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A3)		
	499	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A4)		
	100	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (LEGAL)		
	77	ream	GROUNDWOOD MIMEO (LEGAL)		
	7	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (SHORT)		
	5	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		
	10	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		
	77	pcs	STICKER PAPER (10S / PACK)		
LOT 9			IX. Presentation Supplies		
	5	pcs	CORK BOARD - (2X3FT)		
	15	pcs	CORK BOARD - (3X4FT)		
Continued on Next Page					
				TOTAL	

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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<i>PRICES MUST BE TAX (VAT) INCLUSIVE</i>					
	22	pcs	MAGNETIC BUTTONS - 3 CM 5'S		
	10	pcs	WHITEBOARD, PORTABLE 3'X4' W/ FRAME		
LOT 10			X. Printer Refill Inks		
	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)		
	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		
LOT 11			XI. Storage Systems		
	15	pcs	BALIK-BAYAN BOX (20"X20")		
	40	pcs	DVD REWRITABLE, 4X SPEED, 4.7GB CAPACITY		
	15	pcs	STORAGE BOX (15W X 24L X 10H X 3/16T)		
LOT 12			XII. Writing Instruments		
	44	pcs	FLOURESCENT MARKER (SPECIFY COLOR)		
	44	box	PENCIL, LEAD W/ ERASER, 1 DOZEN/BOX		
	15	box	PERMANENT MARKER (BLACK), FINE 12 PCS/BOX		
	9	box	PERMANENT MARKER (BLUE), FINE 12 PCS/BOX		
	15	box	REGULAR BALLPEN (BLACK) 12'S		
	2	box	REGULAR BALLPEN (BLUE) 12'S		
	2	box	REGULAR BALLPEN (RED) 12'S		
	3	box	REGULAR BALLPEN (VIOLET) 12'S		
	13	box	SIGN PEN (GEL), 0.5 MM BLACK 12'S		
	2	box	SIGN PEN (GEL), 0.5 MM BLUE 12'S		
	8	box	SIGN PEN (GEL), 0.5 MM GREEN 12'S		
	2	box	SIGN PEN (GEL), 0.3 MM BLACK 12'S		
	44	box	WHITEBOARD MARKER (BLACK) 12 PCS / BOX		
	13	box	WHITEBOARD MARKER (BLUE) 12 PCS / BOX		
	8	box	WHITEBOARD MARKER (RED) 12 PCS / BOX		
	5	pcs	WHITEBOARD ERASER		
Nothing Follows					
TOTAL					

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