

## REQUEST FOR QUOTATION FORM AND NOTICE

Project: SUPPLY AND DELIVERY OF PHOTOCOPIER MACHINE

The PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS (PSHS-MRC) intends to apply the sum of **FIFTY THOUSAND PESOS (Php50,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY AND DELIVERY OF PHOTOCOPIER MACHINE** 

- 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 PHOTOCOPIER MACHINE

- 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 **December 18 23, 2019** from 8:00am 5:00pm without cost.
- 5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on **December 23**, 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.

MER AM F. FAULAR 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.:	2013-12-11(100
Date:	17-Dec-19

2010 12 DD160

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		IT	TEM / DESCRIPTION	UNIT COST	TOTAL COST		
PRICES MUST BE TAX (VAT) INCLUSIVE									
Lot 1	1	unit	Photocopier Machin	ne					
			Print Speed: 20ppm						
			Voltage: 220V-240V	, 50Hz					
			Weight: Approx.29.0	kg					
			Dimensions: (WxDx	H) 587 x 581 x 461mm					
			Copy Sizes Cassete	y Sizes Cassete: A5-A3, Stack Bypass: A5R-A3, Envelopes					
			Resolution: Copying	g: 600dpi					
			Copy/Print: Up to 99	copies					
			Magnification: Zoom: 50-200%, Fixed: 50%, 70%, 100%, 141%, 200%						
			Memory Size: 256 M	1B					
			Max Total Paper Inp	out Capacity: 1,350 sh					
			Scan Speed: BW: 15	5ipm A4 300dpi; Colou					
			Warranty: 3 months	repair and 1 year parts					
				***	Nothing Follows***				
					TOTAL				
		VERY TERM		AE CALENDAD DAVE	LIDON DECEMT OF ADDROVED BURGUASE ODDER (DO	<u></u>			
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,	0.1							
PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:									
	EUAZ	AR M. FIRM	MALO	<b>Authorized Company</b>					
A. O. III - Supply Officer II		Representative:							
Mob. No.: 0933-3372203(Sun) Email: bacsec@mrc.pshs.edu.ph			(Signature over Printed Name)						
			r	Company Name:					
IMPORTAN	IT			Address:					
1. Prices must be typewritten in ink clearly.			en in ink clearly.	_					
			alent , specify brand	Mobile No., Tel. No.:					
name and	name and make		T.I.N.:						