



PHILIPPINE SCIENCE HIGH SCHOOL
MIMAROPA REGION CAMPUS

REQUEST FOR QUOTATION
FORM AND NOTICE

Project: **SUPPLY & DELIVERY OF 2020 OFFICE SUPPLIES (1ST HALF)**

The PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS (PSHS-MRC) intends to apply the sum of **SIX HUNDRED FORTY-ONE THOUSAND NINE HUNDRED EIGHTEEN AND 55/100 CENTAVOS (Php641,918.55)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY & DELIVERY OF 2020 OFFICE SUPPLIES (1ST HALF)**

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 2020 OFFICE SUPPLIES (1ST HALF)

Lot 1 - ABC: Php 566,266.55

Lot 2 - ABC: Php 75,652.00

TOTAL ABC: Php641,918.55

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.


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, Odiangan, Romblon

REQUEST FOR QUOTATION

Quotation No.:
Date:

2019-12-PR148
5-Dec-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.

STRICT IMPLEMENTATION OF 1ST DELIVERY WITHIN 14 CALENDAR DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (PO) & 2ND DELIVER IS ON MARCH 16-31, 2020

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					
Lot 1			Office Supplies		
	1	pc	"PAID" DATING AND STAMPING MACHINE (INCLUDING INKING PAD)		
	12	pc	DATING AND STAMPING MACHINE (INCLUDING INKING PAD)		
	1	pc	Due date stamp		
	9	pc	3-RING BINDER VINYL COVER (S) 1"		
	6	pc	4 tier Plastic Magazine Holder (lateral)		
	5	ream	A3 100gsm Bondpaper		
	5	ream	A4 100gsm BondPaper		
	5	pack	ALKALINE AA BATTERY 4'S		
	10	pc	ARCH FILE FOLDER (A4 SIDE CLIP)		
	30	pc	ARCH FILE FOLDER (A4 TOP CLIP)		
	36	pc	ARCH FILE FOLDER 3" (TOP CLIP, LONG)		
	12	pc	BALIK-BAYAN BOX (20"X20")		
	23	box	BINDER CLIP (BIG)		
	30	box	BINDER CLIP (MEDIUM)		
	33	box	BINDER CLIP (SMALL)		
	2	ream	BOND PAPER, MULTI PURPOSE, 24 SUBS, 80 GSM (A4)		
	9	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A3)		
	287	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A4)		
	90	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (LEGAL)		
	21	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (SHORT)		
	14	pc	BOOK STAND (WOOD)		
	12	pair	BOOKENDS 8"		
	8	pc	CALCULATOR 12 DIGITS		
	1	pc	CALCULATOR SCIENTIFIC		
	10	pack	CARBON PAPER (SHORT)		
	20	roll	CARTOLINA, WHITE		
	2	roll	Celluloid (Thick, Roll)		
	3	pc	CHECK PRINTER RIBBON (9-PIN ONLY, EPSON LX310, 18 MTRS)		
	50	pc	CLEAR PVC FOR BINDING (A4 SIZE)		
			Continued on Next Page		
			TOTAL		

DELIVERY TERM: 2 DELIVERY SCHEDULES

STRICT IMPLEMENTATION OF 1ST DELIVERY WITHIN 14 CALENDAR DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (PO)

DELIVERY TIME: & 2ND DELIVERY IS ON MARCH 16-31, 2020

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

Very Truly Yours,


ELNAZAR M. FIRMALO
A. G. 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.: _____

T.I.N.: _____

IMPORTANT

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



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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE TAX (VAT) INCLUSIVE					
	13	pc	CLEAR PVC FOR BINDING (Long Size)		
	15	pc	CLEARBOOK LONG		
	17	pc	CLIPBOARD (PLASTIC, LONG)		
	10	pack	CONSTRUCTION PAPER (SPECIFY COLOR)		
	1	pc	CORK BOARD - (3X4FT)		
	9	pc	CUTTER BIG HEAVY DUTY		
	6	pc	CUTTER BLADE BIG 10'S		
	1	pc	Cutter Board		
	19	pc	DESK TRAY (PLASTIC, BLACK, 3 LAYERS)		
	20	pc	DOCUMENT BOX WITH COVER (12WX15.5LX10H)		
	32	roll	DOUBLE-ADHESIVE TAPE 1"		
	31	roll	DOUBLE-ADHESIVE TAPE 1/2"		
	2	pad	DTR CARD		
	34	roll	DUCT TAPE 2"		
	12	pc	DVD REWRITABLE, 4X SPEED, 4.7GB CAPACITY		
	308	pc	ENVELOPE (BROWN, LONG)		
	174	pc	ENVELOPE (BROWN, SHORT)		
	12	pc	ENVELOPE (EXPANDING W/ CORD, LIGHT BLUE)		
	140	pc	ENVELOPE (EXPANDING W/ CORD, SPECIFY COLOR, LONG)		
	31	pc	ENVELOPE (WHITE, LONG, MAILING)		
	53	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (BLACK)		
	30	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (CYAN)		
	30	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (MAGENTA)		
	30	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (YELLOW)		
	9	bottle	EPSON PRINTER INK FOR L3110 70 ML (BLACK)		
	7	bottle	EPSON PRINTER INK FOR L3110 70 ML (CYAN)		
	7	bottle	EPSON PRINTER INK FOR L3110 70 ML (MAGENTA)		
	7	bottle	EPSON PRINTER INK FOR L3110 70 ML (YELLOW)		
Continued on Next Page					
TOTAL					

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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE TAX (VAT) INCLUSIVE					
	4	bottle	EPSON PRINTER INK FOR L6190 70ML (YELLOW) 001		
	9	bottle	EPSON PRINTER INK FOR L6190 127 ML (BLACK) 001		
	4	bottle	EPSON PRINTER INK FOR L6190 70 ML (CYAN) 001		
	4	bottle	EPSON PRINTER INK FOR L6190 70 ML (MAGENTA) 001		
	43	box	FILE TABS (PLASTIC / TRANSPARENT COVER)		
	21	pc	FLOURESCENT MARKER (any color)		
	52	dozen	FOLDER (PLASTIC, A4, W/ SLIDER) 12's		
	60	dozen	FOLDER (PLASTIC, LONG, W/ SLIDER) 12's		
	7	bundle	FOLDER (WHITE, A4, THICK) 100pcs		
	11	bundle	FOLDER (WHITE, LONG, THICK) 100pcs		
	2	bundle	FOLDER EXPANDING (LONG, BLACK/BLUE) 100pcs		
	3	bundle	FOLDER EXPANDING (LONG, RED) 100pcs		
	2	bundle	FOLDER EXPANDING (GREEN) 100pcs		
	25	pc	FOLDER WHITE, LONG, THICK W/ PLASTIC COVER		
	14	roll	FRAGILE TAPE 2" X 300M		
	9	pc	FRAME CERTIFICATE 8.5"X11"		
	18	pc	FRAME CERTIFICATE 8.5"X13"		
	15	pc	GEL MOISTENER		
	26	pc	GLUE - 130 GRAMS / 118 ML (BIG)		
	12	pc	GLUE - 40 GRAMS / 36.9ML (SMALL)		
	10	pc	GLUE GUN MEDIUM HEAVY DUTY		
	73	pc	GLUE STICK		
	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)		
	2	bottle	HP DESIGNJET INK FOR T120 80ML (BLACK)		
	21	pc	ILLUSTRATION BOARD (1/2)		
	31	pc	ILLUSTRATION BOARD (1/4)		
	24	pc	ILLUSTRATION BOARD (WHOLE)		
	9	pack	INDEX CARD, 5"X8", 100S		
	20	pc	INSECT REPELLANT 250ML		
	3	pack	KEY HOLDER 50'S		
Continued on Next Page					
				TOTAL	

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PRICES MUST BE TAX (VAT) INCLUSIVE					
	6	pack	KEY TAG 20'S		
	10	roll	Laminating Film (A4)		
	7	pc	LONG ARM STAPLER FOR BOOKLET #35 (HEAVY DUTY)		
	5	pc	MAGAZINE FILE CARTON (BLACK)		
	12	pc	MAGAZINE FILE PLASTIC		
	15	pc	MAGAZINE RACK 3-DIVIDERS W/ DRAWER		
	39	roll	MASKING TAPE 1"		
	32	roll	MASKING TAPE 2"		
	15	roll	MOUNTING TAPE EXTRA HEAVY DUTY 24MM X 5M		
	6	roll	MOUNTING TAPE, 1"		
	6	pc	NAME BADGE STRAP WITH METAL HOOK		
	16	pack	NEON PAPER A4 80 GSM 10S		
	48	roll	PACKAGING TAPE 2"		
	19	box	PAPER CLIP 1 1/2" (SMALL)		
	15	box	PAPER CLIP 2 1/2" (LARGE)		
	9	box	PAPER CLIP 2" (MEDIUM)		
	40	box	PAPER FASTENER, PLASTIC COATED, 50S/BOX		
	10	box	PAPER FASTENER, PLASTIC, W/ LONG STEM, 50S/BOX		
	10	pc	PASTE WITH BRUSH		
	6	box	PAYROLL ENVELOPE (100'S PER BOX)		
	18	pc	PENCIL ERASER		
	15	pc	PENCIL SHARPENER, HEAVY DUTY		
	16	box	PENCIL, LEAD W/ ERASER, 1 DOZEN/BOX		
	16	box	PERMANENT MARKER (BLACK), BROAD 12 PCS/BOX		
	13	box	PERMANENT MARKER (BLACK), FINE 12 PCS/BOX		
	5	box	PERMANENT MARKER (BLUE), BROAD 12 PCS/BOX		
	7	box	PERMANENT MARKER (BLUE), FINE 12 PCS/BOX		
	7	box	PERMANENT MARKER (RED), BROAD 12 PCS/BOX		
	5	box	PERMANENT MARKER (RED), FINE 12 PCS/BOX		
	4	bottle	PERMANENT MARKER INK (REFILL INK-BLACK)		
	3	bottle	PERMANENT MARKER INK (REFILL INK-BLACK)		
	1	bottle	PERMANENT MARKER INK (REFILL INK-BLUE)		
Continued on Next Page					
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PRICES MUST BE TAX (VAT) INCLUSIVE					
	6	bottle	PERMANENT MARKER INK (REFILL INK-RED)		
	27	pack	PHOTO PAPER 210 GSM (A4, 20S / PACK)		
	6	pack	PLASTIC BULLDOG CLIP 1 1/2" (24S)		
	7	pack	PLASTIC BULLDOG CLIP 2 1/2" (12S)		
	7	pack	PLASTIC BULLDOG CLIP 2" (12S)		
	18	pc	PLASTIC RING BINDER 20MM (3/4")		
	34	pad	POST-IT STICKER, 3/4" ASSORTED COLORS		
	41	pad	POST-IT STICKER, ARROW (100/PAD) 40X15MM ASSORTED		
	38	pad	POST-IT STICKER, ARROW SIGN HERE (100/PAD) 40X15MM ASSORTED		
	3	pc	PUNCHER (1 hole heavy duty)		
	8	pc	PUNCHER (HEAVY-DUTY)		
	12	box	PUSH PINS - 50'S		
	3	pc	PVC BINDING TAPE 2"		
	2	dozen	PVC cover for Book BINDING A4 (dozen)		
	21	pc	RECORD BOOK (300 PAGES) SIZE 214MMX278MM MIN.		
	19	pc	RECORD BOOK (500 PAGES) SIZE 214MMX278MM MIN.		
	12	box	REGULAR BALLPEN (BLACK) 12/box		
	9	box	REGULAR BALLPEN (BLUE) (12/box)		
	46	box	REGULAR BALLPEN (RED) (12/box)		
	7	box	REGULAR BALLPEN (VIOLET) (12/box)		
	42	pc	RINGS FOR RING BINDER 1"		
	47	pc	RINGS FOR RING BINDER 1/2"		
	11	box	RUBBER BAND, 70MM MIN LAY FLAT LENGTH (#18)		
	21	pc	RULER 12" (PLASTIC, CLEAR)		
	16	pc	SAFETY GLASS W/ ADJUSTABLE BLACK FRAME		
	31	pc	SCISSORS, MEDIUM SIZE (HEAVY DUTY)		
	66	roll	SCOTCH TAPE, 1"		
	16	roll	SCOTCH TAPE, 1/2"		
	38	roll	SCOTCH TAPE, 2"		
	26	pc	SEMINAR BADGE WITH ELASTIC BAND		
	5	pair	SIGN BOARD (OPEN-CLOSED)		
	5	pair	SIGN BOARD (PUSH-PULL)		
Continued on Next Page					
				TOTAL	

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PRICES MUST BE TAX (VAT) INCLUSIVE					
	1	box	SIGN PEN (GEL), 0.3 MM BLACK (12/ box)		
	30.5	box	SIGN PEN (GEL), 0.5 MM BLACK (12/ box)		
	185	pc	SIGN PEN (GEL), 0.5 MM BLUE		
	8	box	SIGN PEN (GEL), 0.5 MM GREEN (12/box)		
	34	pc	SIGN PEN (GEL), 0.5 MM RED		
	40	pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, BLUE, 10/PACK, 200 GSM		
	97	pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, WHITE, 10/PACK, 200 GSM		
	12	pc	SPIRAL NOTEBOOK (50 PAGES)		
	1	pc	STAMP PAD - 3 1/4 X 4 3/4 (Blue, INKED #1)		
	5	pc	STAMP PAD - 3 1/4 X 4 3/4 (VIOLET, INKED #1)		
	2	bottle	STAMP PAD INK, BLACK, 24ML (REFILL)		
	3	bottle	STAMP PAD INK, BLUE, 24ML (REFILL)		
	10	bottle	STAMP PAD INK, VIOLET, 24ML (REFILL)		
	42	box	STAPLE WIRE # 35		
	15	pc	STAPLER WITH REMOVER (HEAVY DUTY)		
	15	pack	STICKER PAPER (10S / PACK)		
	6	pack	STICKER PAPER A4 10S / PACK		
	22	pc	STORAGE BOX (15W X 24L X 10H X 3/16T)		
	42	pack	SUPER HEAVY DUTY AA BATTERY 2'S		
	28	pack	SUPER HEAVY DUTY AAA BATTERY 4'S		
	18	pc	TAPE DISPENSER, TABLE TOP 2"		
	13	box	THUMB TACKS 100'S CHROME (3/8)		
	19	box	TISSUE (FACIAL, 100S/BOX)		
	57	pack	TISSUE PAPER (2 PLY) 12 ROLLS / PACK		
	8	roll	WARNING TAPE (YELLOW) 2"X25M		
	20	pc	WHITEBOARD ERASER		
	22	box	WHITEBOARD MARKER (BLACK) 12 PCS / BOX		
	15	box	WHITEBOARD MARKER (BLUE) 12 PCS / BOX		
	11	box	WHITEBOARD MARKER (RED) 12 PCS / BOX		
	8	bottle	WHITEBOARD MARKER REFILL (BLACK)		
	3	bottle	WHITEBOARD MARKER REFILL (BLUE)		
	1	bottle	WHITEBOARD MARKER REFILL (RED)		
Continued on Next Page					
				TOTAL	

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DELIVERY TIME: & 2ND DELIVERY IS ON MARCH 16-31, 2020

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

Very Truly Yours,


ELIAZAR M. FIRMALO
A. G. 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.: _____

T.I.N.: _____

IMPORTANT

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

