



Project: **SUPPLY AND DELIVERY OF SUPPLIES AND MATERIALS FOR COA OFFICE**

The PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS (PSHS-MRC) intends to apply the sum of **ONE HUNDRED EIGHTY-NINE THOUSAND ONE HUNDRED AND SEVENTY-SIX PESOS (Php 189,176.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY AND DELIVERY OF SUPPLIES AND MATERIALS FOR COA OFFICE.**

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 SUPPLIES AND MATERIALS FOR COA OFFICE**

**Lot 1: Php 52,676.00**

**Lot 2: Php 136,500.00**

**Total ABC: Php 189,176.00**

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 / bacsec@mrc.pshs.edu.ph on February 27 - March 03, 2020 from 8:00am – 5:00pm without cost.
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on March 03, 2020, 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.: **2020-02-PR015**  
Date: **17-Feb-2020**

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 (P.O)**

*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>LOT 1</b>			<b>Office Supplies Expenses</b>		
	3	pcs	Pentel pen- Black (Broad)		
	6	pcs	Pentel pen- Red (Broad)		
	2	box	Pencil (#1)		
	15	ream	Bond paper-short 20/70gsm		
	10	ream	Bond paper- long 20/70gsm		
	24	pc	Folder- blue, short		
	12	pcs	Sign Pen 0.5 - Red		
	12	pcs	Sign Pen - Green 0.7		
	1	box	Pencil Blue Lumograph 12/box		
	50	pcs	Folder (Long)		
	50	pcs	Expanded Envelope		
	12	pcs	Magazine Filer/Box		
	100	pc	Brown Envelope- Short		
	100	pcs	Mailing Envelope		
	3	roll	Scotch Tape 24mm, 50 meters length		
	1	ream	Acetate- Short		
	2	box	Paper Fastener, Plastic		
	12	pads	Post it -Assorted sizes/color		
	3	pcs	Stapler w/ stapler wire remover (heavy duty)		
	2	box	Staple Wire #35		
	2	pcs	Puncher Heavy Duty		
	1	pc	Pencil Sharpener (heavy duty)		
	3	pcs	Ruler 24" inches Long		
	3	pcs	Ruler 12" inches Long		
	24	pc	DV Filing Box- (w/ holes both ends for handle)		
	2	pcs	Scissors Heavy Duty, BIG		
	1	pc	Scotch Tape Dispenser		
	5	pc	Ink- colored (HP Deskjet Ink #678)		
	5	pc	Ink- black (HP Deskjet Ink #678)		
	6	pc	Ink-Toner-HP Laserjet P1102		
	3	pack	Tissue Paper 2 ply, 12 pcs per pack		
	12	pcs	Rubbing Alcohol, 70% 500 ml		
	6	bottles	Dishwashing Liquid 250ml		
	1	pc	Floor Mop, Tornado		
			***Continued on Next Page***		
			<b>TOTAL</b>		

**DELIVERY TERM:**

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

**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: \_\_\_\_\_

(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

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



Republic of the Philippines  
Department of Science and Technology  
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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<i>PRICES MUST BE TAX (VAT) INCLUSIVE</i>					
<b>LOT 2</b>					
Other Supplies and Materials Expenses					
	1	set	Desktop Computer - (Authentic/Not Cloned), Processor i7, RAM 16GB, 500GB SSD, 24" LCD Monitor (Authentic/Not Cloned) with OS & Windows 7 or 8, Mouse, Keyboard & USB Hub		
	1	pc	UPS (for office and workstations), 600 Watts, 1000 VA		
	6	pc	USB Flash Drive 32GB OTG		
	1	pc	Office Table (Executive) (Please see Attached Photo Reference)		
	3	pc	Office Table, Ordinary, w/ drawers (Please see Attached Photo Reference)		
	4	pc	Swivel Chair CLERICAL/REVOLVING, 56x48x90		
	1	unit	Microwave Oven (Please see Attached Photo Reference) Manual control, 20 L, 6 power levels, Glass turntable, Defrost function, Cooking timer, Heat-resistant glass, Pull out handle		
	1	unit	Refrigerator, 5 cu.ft. (Please see Attached Photo Reference) 5.0 cu. ft. Capacity, Single-Door, Direct Cool, Semi-Automatic Defrost, Built-in Stand, Durable Wire Shelves, Freezer Defrost Indicator guide, C-Type Freezer, With Bulb lamp, Length x Width x Height (cm): 56 x 53.5 x 105 cm		
***Nothing Follows***					
<b>TOTAL</b>					

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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.: \_\_\_\_\_

T.I.N.: \_\_\_\_\_

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**Photo Reference**



**Office Table (Executive)**



**Office Table, Ordinary, w/ drawers**



**Microwave Oven**



**Refrigerator, 5 cu.ft.**