PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Campus:	MIMAROPA REGION CAMPUS		
Address/ Contact Details:	BRGY, RIZAL, ODIONGAN, ROMBLON		

Quotation No.:

2021-10-QN083

Date

October 26, 2021

Project:

SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR HP PHOTOCOPIER

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MIMAROPA REGION CAMPUS intends to apply the sum of SIXTY-EIGHT THOUSAND ONE HUNDRED PESOS ONLY **(PhP68,100.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR HP PHOTOCOPIER**

TERMS OF REFERENCE:

- 1. The PSHS-MRC now invites qualified suppliers/manufacturers/dealers/service providers 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 TONER CARTRIDGE FOR HP PHOTOCOPIER

Lot 1 = PhP68,100.00

TOTAL =PhP68,100.00

- 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.) Proof of Accreditation
- e.) Updated Quarterly Income Tax Return / Tax Clearance
- f.) PhilGEPs Certificate of Membership / Registration or Snapshot of Registered Account in PhilGEPs
- g.) Notarized Omnibus Sworn Statement
- h.) Landbank Passbook Account and Snapshot of Account in Landbank System for Payment Purposes
- | Alternative is through Check Payment if Supplier has no Landbank Account
- i.) 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. JEYOUPEE S. FERRERA, 0912-691-3397 (TNT), 0975-703-0128 (TM) / bacsec@mrc.pshs.edu.ph on October 28 to November 1, 2021 from 8:00am 5:00pm without cost.
- 5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on **November 1, 2021 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.



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Campus:	MIMAROPA REGION CAMPUS	
Address/ Contact Details:	Brgy. Rizal, Odiongan, Romblon	

 Quotation No.:
 2021-10-QN083

 GENTLEMEN:
 October 26, 2021

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 will be fifteen (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		ITEM/DESCRIPTION		UNIT COST	TOTAL COST	
			,	RICES MUST BE Tax (VAT) INC	THEINE			
				HP Photocopier Laserjet E				
Lot 1			M775dn					
	2	рс	HP 561A Black					
	1		HP 561A Cyan					
	1		HP 561A Yellow					
	1	рс	HP 561A Magenta					
				***Nothing Follows**	*			
					TOTAL			
Delive	ery Term							
	ery Time				eipt of Approved Purchase C	Order (PO)		
Payment Term: 30 Calendar Days Upon Receipt of Purchase Order (PO)								
Very ti	ruly yours,				PRICES IN	THE ABOVE OFFER ARE		
			CERTIFIED	CERTIFIED TRUE AND CORRECT:				
	10 Demo-							
	IF	COUPEE S.	FERRERA	Authorized Company				
A.O - III / Supply Officer II		Representative :						
Mob. No.: 0975-703-0128		·	(Signatur	e Over Printed Name)				
T	Email: k	oacsec@m	rc.pshs.edu.ph					
Telefax:				7 Company Name				
IMPORT	ΔΝΤ			Company Name :				
		typewritt	en in ink clearly.	Address .				
			•	Telephone nos. :				
the brand and make.		T.I.N. :						