

<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>	
Office/ Campus:	MIMAROPA REGION CAMPUS		
Address/ Contact Details:	BRGY. RIZAL, ODIONGAN, ROMBLON		

Quotation No.:	2022-02-QN006
Date :	February 11, 2022

Project: **Supply and Delivery of Office Supplies for FY 2022**

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MIMAROPA REGION CAMPUS intends to apply the sum of THREE HUNDRED SIX THOUSAND NINE HUNDRED FORTY FOUR PESOS ONLY (**PhP306,944.00**) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **Supply and Delivery of Office Supplies for FY 2022**

**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 Office Supplies for FY 2022**  
**Lot 1 = PhP306,944.00**  
**TOTAL = PhP306,944.00**
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. JEYUPEE S. FERRERA, 0912-691-3397 (TNT), 0975-703-0128 (TM) / bacsec@mrc.pshs.edu.ph on **February 11, 2022 to February 16, 2022** from **8:00am – 5:00pm** without cost.
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on **February 16, 2022, 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.

JOANE C. DALISAY  
BAC Chairperson

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 Address/ Contact Details: **Brgy. Rizal, Odiangan, Romblon**

Quotation No.: **2022-02-QN006**  
 Date: **February 11, 2022**

**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 will be Within Twenty (20) calendar days upon Receipt of 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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
<b>LOT 1</b>					
	11	pc	Arch File Folder (A4 Side Clip)		
	5	pc	Arch File Folder (A4 Top Clip)		
	2	pc	Arch File Folder 3"(Top Clip, Long)		
	3	pc	Arch File Folder (Top Clip, Long)		
	5	box	Binder Clip (Big) Per Box		
	46	box	Binder Clip (Medium) Per Box		
	17	box	Binder Clip (Small) Per Box		
	24	ream	Bond Paper, Multi-Purpose, 20 Subs, (A3)		
	774	ream	Bond Paper, Multi-Purpose, 20 Subs, (A4)		
	78	ream	Bond Paper, Multi-Purpose, 20 Subs, (Legal)		
	12	ream	Bond Paper, Multi-Purpose, 20 Subs, (Short)		
	2	ream	Bond Paper, Multi-Purpose, 80 Gsm, (A4)		
	10	pc	Cartolina, 180Gsm, 2-3Pcs Per Color (Black, Green, Yellow, Blue)		
	2	pc	Cork Board, 50x70 cm		
	1	pc	Date Stamp (Self-Inking)/Pc		
	1	pc	Desk Tray (Plastic, Specify Color, 3 Layers)		
	3	pack	Dvd Rewritable, 4X Speed, 4.7Gb Capacity/12's		
	1	pc	Electrical Tape (Medium)		
	459	pc	Envelope (Brown, Long)		
	10	pc	Envelope (Brown, Short)		
	10	pc	Envelope (Expanding W/ Cord, Light Blue, Long)		
	10	pc	Envelope (Expanding W/ Cord, Specify Color, Long)		
	3	bottle	Epson Printer Ink For L120 (664 Black)		
	1	bottle	Epson Printer Ink For L120 (664 Yellow)		
	1	bottle	Epson Printer Ink For L120 (664 Cyan)		
	1	bottle	Epson Printer Ink For L120 (664Magenta)		
	31	bottle	Epson Printer Ink For L220 / L360 70 MI (Black)		
	13	bottle	Epson Printer Ink For L220 / L360 70 MI (Cyan)		
	13	bottle	Epson Printer Ink For L220 / L360 70 MI (Magenta)		
	13	bottle	Epson Printer Ink For L220 / L360 70 MI (Yellow)		
	3	bottle	Epson Printer Ink For L1455/70 MI Black		
	1	bottle	Epson Printer Ink For L1455/70 MI Yellow		
	1	bottle	Epson Printer Ink For L1455/70 MI Cyan		
	1	bottle	Epson Printer Ink For L1455/70 MI Magenta		
	3	bottle	Epson Printer Ink For L1455 Black 774		
<b>***Continued on Next Page***</b>					
<b>SUB- TOTAL</b>					

Delivery Term : \_\_\_\_\_  
 Delivery Time : **Delivery will be Within Twenty (20) calendar days upon Receipt of Purchase Order (PO).**  
 Payment Term : **30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very truly yours,

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

  
**JEYOUPEE S. FERRERA**  
 A.O - III / Supply Officer II  
 Mob. No.: **0975-703-0128**  
 Email: **bacsec@mrc.pshs.edu.ph**

Authorized Company Representative : \_\_\_\_\_  
 (Signature Over Printed Name)

Telefax: \_\_\_\_\_

**IMPORTANT**

1. Prices must be typewritten in ink clearly.
2. If offering a substitute/equivalent, specify the brand and make.

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone nos. : \_\_\_\_\_  
 T.I.N. : \_\_\_\_\_

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

**REQUEST FOR QUOTATION FORM & NOTICE  
(GOODS)**

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

Quotation No.: **2022-02-QN006**  
Date: **February 11, 2022**

**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.

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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>					
<i>Forwarded balance</i>					
	2	bottle	Epson Printer Ink For L1455 Yellow 664		
	2	bottle	Epson Printer Ink For L1455 Cyan 664		
	2	bottle	Epson Printer Ink For L1455 Magenta 664		
	9	bottle	Epson Printer Ink For L3110 70 MI (Black)		
	3	bottle	Epson Printer Ink For L3110 70 MI (Cyan)		
	3	bottle	Epson Printer Ink For L3110 70 MI (Magenta)		
	3	bottle	Epson Printer Ink For L3110 70 MI (Yellow)		
	41	bottle	Epson Printer Ink For L4160 127 MI (Black) 001		
	18	bottle	Epson Printer Ink For L4160 70MI (Yellow) 001		
	18	bottle	Epson Printer Ink For L4160 70 MI (Cyan) 001		
	18	bottle	Epson Printer Ink For L4160 70 MI (Magenta) 001		
	5	bottle	Epson Printer Ink For L5190 65MI (Black) 003		
	3	bottle	Epson Printer Ink For L6160 (Black)		
	1	bottle	Epson Printer Ink For L6160 (Yellow)		
	1	bottle	Epson Printer Ink For L6160 (Cyan)		
	1	bottle	Epson Printer Ink For L6160 (Magenta)		
	2	bottle	Epson Printer Ink For L6190 70MI (Yellow) 001		
	5	bottle	Epson Printer Ink For L6190 127 MI (Black) 001		
	2	bottle	Epson Printer Ink For L6190 70 MI (Cyan) 001		
	2	bottle	Epson Printer Ink For L6190 70 MI (Magenta) 001		
	1	bottle	Computer Ink, Epson 003 (Black)		
	1	bottle	Computer Ink, Epson 003 (Cyan)		
	1	bottle	Computer Ink, Epson 003 (Yellow)		
	1	bottle	Computer Ink, Epson 003 (Magenta)		
	1	pc	Flourescent Marker (Any Color)		
	159	pc	Folder (White, Long, Thick)		
	32	pc	Folder Expanding (Long, Violet)		
	15	pc	Folder Expanding (Long, Blue)		
	3	pc	Folder Expanding (Long, Red)		
	2	pc	Toner, HP Laserjet 85A		
	3	pc	Glue - 130 Grams / 118 MI (Big)		
	2	bottle	Ink For Printer (Brother Mfc-T4500Dw0; Bt5000 Magenta)		
	2	bottle	Ink For Printer (Brother Mfc-T4500Dw0; Bt5000 Cyan)		
	2	bottle	Ink For Printer (Brother Mfc-T4500Dw0; Bt5000 Yellow)		
	2	bottle	Ink For Printer (Brother Mfc-T4500Dw0; Bt5000 Black)		
<b>***Continued on Next Page***</b>					
<b>SUB- TOTAL</b>					

Delivery Term : \_\_\_\_\_  
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Very truly yours,

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

  
**J EY O U P E E S. F E R R E R A**  
 A.O - III / Supply Officer II  
**Mob. No.: 0975-703-0128**  
**Email: bacsec@mrc.pshs.edu.ph**

Authorized Company Representative : \_\_\_\_\_  
 (Signature Over Printed Name)

Telefax:

**IMPORTANT**

- Prices must be typewritten in ink clearly.
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Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
<i>Forwarded balance</i>					
6	roll		Masking Tape 1"		
2	pack		Neon Paper A4 80 Gsm 10S		
1	roll		Packaging Tape 2"		
4	pc		Padding Glue 500grams		
17	pack		Paper Clip 1 1/2" (Small) 10boxes/pack		
2	pack		Paper Clip 2" (Medium) 10boxes/pack		
12	box		Paper Fastener, Plastic Coated, 50S/Box		
2	pc		Pencil Eraser		
5	box		Pencil, Lead W/ Eraser, 1 Dozen/Box		
1	box		Permanent Marker (Black), Broad 12 Pcs/Box		
1	box		Permanent Marker, Chisel Tip, 5.0 Mm, 12 Pcs Per Box, Color Black		
13	pad		Post-It Sticker, 3/4" Assorted Colors (Pad)		
9	pad		Post-It Sticker, Arrow (100/Pad) 40X15Mm Assorted (Pad)		
2	pc		Puncher (Heavy-Duty)		
4	box		Push Pins - 50'S		
1	set		Rechargeable Batteries (4Pcs/Set) Aa Size (with charger)		
1	set		Rechargeable Batteries (4Pcs/Set) Aaa Size (with charger)		
30	pc		Record Book (300 Pages) Size 214Mmx278Mm Min.		
4	pc		Record Book (500 Pages) Size 214Mmx278Mm Min.		
3	box		Regular Ballpen (Black) 12/Box (0.5)		
13	box		Regular Ballpen (Black) 12/Box		
8	box		Regular Ballpen (Blue) (12/Box)		
2	box		Regular Ballpen (Red) (12/Box)		
3	pc		Rings For Ring Binder 1/2"		
1	pc		Ruler 12" (Plastic, Clear)		
5	pc		Scissors, Medium Size (Heavy Duty)		
10	roll		Scotch Tape, 1"		
165	pc		Sign Pen (Gel), 0.3 Mm Black		
97	pc		Sign Pen (Gel), 0.3 Mm Green		
6	pc		Sign Pen (Gel), 0.5 Mm Black		
2	box		Sign Pen (Gel), 0.5 Mm Black (12/ Box)		
1	box		Sign Pen (Gel), 0.5 Mm Red (12/ Box)		
1	box		Sign Pen (Gel), 0.5 Mm Green (12/ Box)		
7	pc		Sign Pen (Gel), 0.5 Mm Blue		
1	box		Sign Pen (Gel), 0.5 Mm Blue (12/ Box)		
2	pack		Specialty Board (Vellum), 8 1/2X13, Blue, 10/Pack, 200 Gsm		
23	pack		Specialty Board (Vellum), 8 1/2X13, White, 10/Pack, 200 Gsm		
23	pack		Specialty Board (Vellum), 8 1/4X11 3/4(A4), White, 10/Pack, 200 Gsm		
1	pc		Stamp Pad - 3 1/4 X 4 3/4 (Blue, Inked #1)		
1	pc		Stamp Pad Ink, Black, 24Ml (Refill)		
1	pc		Stamp Pad Ink, Violet, 24Ml (Refill)		
44	box		Staple Wire # 35		
2	pc		Staple wire Remover		
1	pc		Stapler With Remover (Heavy Duty)		
32	pack		Sticker Paper (10S / Pack)		
9	pack		Tissue Paper (2 Ply) 12 Rolls / Pack		
<b>***Nothing Follows***</b>					
<b>GRAND TOTAL</b>					

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Representative : \_\_\_\_\_

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