### 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.:

2022-02-QN005

Date :

February 9, 2022

Project:

Supply and Delivery of Bond Paper, Inks and Other Supplies for Project SEN 2022

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MIMAROPA REGION CAMPUS intends to apply the sum of FOUR HUNDRED TWELVE THOUSAND TWO HUNDRED PESOS ONLY (PhP412,200.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: Supply and Delivery of Bond Paper, Inks and Other Supplies for Project SEN 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 Bond Paper, Inks and Other Supplies for Project SEN 2022

**Lot 1 = PhP412,200.00** 

TOTAL = PhP412,200.00

- 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. JEYOUPEE S. FERRERA, 0912-691-3397 (TNT), 0975-703-0128 (TM) / bacsec@mrc.pshs.edu.ph on **February 09, 2022** to **February 15, 2022** from **8:00am 2:00pm** without cost.
- 5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on **February 15, 2022, 2:00 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.



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

 Quotation No.:
 2022-02-QN005

 GENTLEMEN:
 Date
 :
 February 9, 2022

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 Fifteen (15) 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			
			PRICES MUST BE Tax (VAT) INCLUSIVE							
Lot 1			*Supply and Delivery*							
	365	box	Bond Paper							
			Specifications:							
			A4							
			70 gsm							
			Ultra White							
	60	рс	Epson Printer Ink for L4:	160						
			127 ML (BLACK)-001							
	30	рс	Epson Printer Ink for L4:	160						
			70 ML (CYAN) -001							
	30	рс	Epson Printer Ink for L4:							
			70 ML (MAGENTA) -001							
	30	рс		Printer Ink for L4160						
			70 ML (YELLOW) -001							
	520	рс	Expanding envelop							
			Blue							
			Long							
	35	рс	Padding Glue red 1/4 kg							
	40	рс	Staple wire #35							
	30	рс	Glue 130 ML							
			****Nothing Follows****							
					TOTAL COST					
					101AE 0031					
	ery Term			()						
	ery Time ent Term			ceen (15) calendar days ( ceipt of Purchase Order	upon Receipt of Purchase Or (PO)	der (PO).				
Very truly yours, PRICES IN THE ABOVE OFFER ARE										
very truly yours,					CERTIFIED TRUE AND CORRECT:					
10 Sterring										
	JEYOUPEE S. FERRERA Authorized Company									
	A.O - III / Supply Officer II Representative:									
	Mob. No.: 0975-703-0128			(Signatur	e Over Printed Name)					
	Email: b	acsec@m	rc.pshs.edu.ph							
Telefax:			1	C						
IMPORT	ANT			Company Name : Address :						
IMPORTANT Ad  1. Prices must be typewritten in ink clearly.			en in ink clearly	Address :						
2. If offering a substitute/equivalent, specify			·	Telephone nos. :						
				T.I.N. :						