

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

Project Identification No.	2024-05-SVP037
Quotation No. :	2024-05-QN045
Date:	31-May-24

Project: **Supply and Delivery of Office supplies 2024**

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MIMAROPA REGION CAMPUS intends to apply the sum of FIFTY TWO THOUSAND TWENTY ONE PESOS AND 90/100 CENTAVOS ONLY (**Php52,021.90**) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **Supply and Delivery of Office supplies 2024**

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 2024
Lot 1 = Php52,021.90
TOTAL = Php52,021.90
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.) Updated Mayor's Permit
 - b.) Certificate of Registration
 - c.) Updated DTI / SEC Registration
 - d.) PhilGEPs Certificate of Membership / Registration or Snapshot of Registered Account in PhilGEPs
 - e.) Notarized Omnibus Sworn Statement (OSS)
 - f.) Landbank Passbook Account and Snapshot of Account in Landbank System for Payment Purposes
| Alternative is through Check Payment if Supplier has no Landbank Account
 - g.) 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 **Ms. IVY MAY F. FAMATIGA**, 0961-074-0071 (Smart), 0906-591-5253 (Globe) / bacsec@mrc.pshs.edu.ph on **June 03, 2024 to June 06, 2024** from **8:00am – 5:00pm** without cost.
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on **June 06, 2024, 5:00pm** 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.


 WOODRINZF. RABINO
 BAC Chairperson

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Project Identification No.	2024-05-SVP037
Quotation No.:	2024-05-QN045
Date:	31-May-2024

SIR/MADAM:

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.

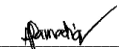
Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>					
Lot 1			***Supply and Delivery***		
	34	pc	SCOTCH TAPE, 1"		
	5	pc	SCOTCH TAPE, 2"		
	10	pc	MASKING TAPE 1"		
	1	pc	MASKING TAPE 2"		
	10	pc	PACKAGING TAPE 2"		
	3	pc	DOUBLE-ADHESIVE TAPE 1/2"		
	13	pc	DOUBLE-ADHESIVE TAPE 1"		
	4	pc	DUCT TAPE 2"		
	1	pc	ELECTRICAL TAPE (MEDIUM)		
	8	pc	GLUE - 130 GRAMS / 118 ML (BIG)		
	3	pc	GLUE STICK		
	1	pc	DUSTING BRUSH 12"		
	33	pack	SUPER HEAVY DUTY AA BATTERY 2'S		
	36	pack	SUPER HEAVY DUTY AAA BATTERY 4'S		
	332	pc	FOLDER (WHITE, LONG, THICK)		
	32	pc	FOLDER EXPANDING (LONG)		
	5	pc	Arch File Folder Long Top Clip		
	12	pc	ARCH FILE FOLDER A4 TOP CLIP		
	17	pc	ENVELOPE (BROWN, SHORT)		
	108	pc	ENVELOPE (BROWN, LONG)		
	27	pc	ENVELOPE (EXPANDING W/ CORD, LONG)		
	2	pc	RINGS FOR RING BINDER 1/2"		
	10	pc	CARTOLINA, 180GSM, 5PCS PER COLOR (BLACK, GREEN, YELLOW AND BLUE)		
	3	box	PAPER CLIP 2 1/2" (MEDIUM)		
	4	box	PAPER CLIP 2 1/2" (LARGE)		
	18	box	BINDER CLIP (SMALL)		
	7	box	PAPER FASTENER, PLASTIC COATED, 50S/BOX		
	2	box	PUSH PINS - 50'S		
	3	pc	SCISSORS, MEDIUM SIZE (HEAVY DUTY)		
	3	pc	PUNCHER		
	1	box	STAPLER WITH REMOVER (HEAVY DUTY)		
	11	box	STAPLE WIRE # 35		
	1	pc	TAPE DISPENSER, TABLE TOP (1")		
	1	pc	SCOTCH TAPE DISPENSER, WITH TAPE CUTTER/CARTON SEALER AND MANUAL SEALING DEVICE (ANY COLOR, 2")		
TOTAL					

Delivery Term : _____

Delivery Time : **Delivery will be within Twenty (20) calendar days upon receipt of Purchase Order (PO)**

Payment Term : **Fifteen (15) days upon completion of delivery/service**

Very truly yours,



IVY MAY F. FAMATIGA
A.O - V / Procurement Officer
Mob. No.: 0961-074-0071 / 0906-591-5253
Email: bacsec@mrc.pshs.edu.ph

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

Telefax:

IMPORTANT

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

Company Name : _____

Address : _____

Telephone nos. : _____

T.I.N. : _____

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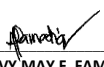
Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>					
Forwarded balance					
2		pc	CALCULATOR 12 DIGITS		
2		pc	RULER (TRANSPARENT;12in		
1		pc	STAMP PAD (BLUE)		
3		pc	STAMP PAD - 3 1/4 X 4 3/4 (VIOLET, INKED #1)		
4		pc	STAMP PAD INK, VIOLET, 24ML (REFILL)		
4		pc	DATE STAMP (SELF-INKING)/PC		
3		box	FILE TABS (PLASTIC/TRANSPARENT)		
1		pc	CLIPBOARD (PLASTIC, LONG)		
3		pc	NYLON CORD (ACCOUNTING)		
10		pc	MAGAZINE FILE CARTON (BLACK)		
3		pack	PHOTO PAPER 210 GSM (A4, 20S / PACK)		
52		pack	STICKER PAPER (10S / PACK)		
21		pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, WHITE, 10/PACK, 200 GSM		
27		pack	SPECIALTY BOARD (VELLUM), 8 1/4X11 3/4(A4), WHITE, 10/PACK, 200		
5		pack	SPECIAL PAPER FOR PRINTING OF CERTIFICATES (GUEST SPEAKER),		
7		set	STICKY NOTES/SET		
11		pack	POST-IT STICKER, 3/4" ASSORTED COLORS		
12		pack	POST-IT STICKER, ARROW (100/PAD) 40X15MM ASSORTED		
20		pack	POST-IT STICKER, ARROW SIGN HERE (100/PAD) 40X15MM ASSORTED		
2		pc	NOTEPAD		
1		box	PENCIL, LEAD W/ ERASER, 1 DOZEN/BOX		
12		box	REGULAR BALLPEN (BLACK)		
1		box	REGULAR BALLPEN (BLUE)		
1		box	REGULAR BALLPEN (RED)		
3		box	Ballpen Gel (0.3 MM) BLACK)		
8		box	SIGN PEN (GEL), 0.5 MM BLACK		
5		box	SIGN PEN (GEL), 0.5 MM BLUE		
1		box	WHITEBOARD MARKER (BLACK) 12 PCS / BOX		
5		box	WHITEBOARD MARKER REFILL (BLACK)		
3		box	FLOURESCENT MARKER (SPECIFY COLOR)		
1		pc	SCISSORS, LARGE SIZE (HEAVY DUTY)		
1		pc	HEAVY DUTY STAPLE WIRE REMOVER PLIER TYPE		
1		pc	GUN TACKER STAPLE WIRE 10X8MM HIGH QUALITY 2,400PCS/SFL		
6		reams	BOND PAPER, MULTI-PURPOSE, 100 GSM, (LEGAL) 500 shets		
2		pack	Plastic Comb Binder Rings Spines A4 size, 6mm, 20pcs/pack		
2		pack	Plastic Comb Binder Rings Spines A4 size, 8mm, 20pcs/pack		
1		pack	Plastic Comb Binder Rings Spines A4 size, 10mm, 20pcs/pack		
Nothing follows					
				TOTAL	

Delivery Term : _____

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(Signature Over Printed Name)

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<p>IMPORTANT</p> <p>1. Prices must be typewritten in ink clearly.</p> <p>2. If offering a substitute/equivalent, specify the brand and make.</p>	<p>Company Name : _____</p> <p>Address : _____</p> <p>Telephone nos. : _____</p> <p>T.I.N. : _____</p>
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