



PHILIPPINE SCIENCE HIGH SCHOOL  
MIMAROPA REGION CAMPUS

REQUEST FOR QUOTATION  
FORM AND NOTICE

Project: **SUPPLY AND DELIVERY OF TECHNICAL AND SCIENTIFIC EQUIPMENT (ADTECH)**

The PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS (PSHS-MRC) intends to apply the sum of **FORTY THOUSAND PESOS (Php 40,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY AND DELIVERY OF TECHNICAL AND SCIENTIFIC EQUIPMENT (ADTECH)**

1. The PSHS-MRC now invites qualified suppliers/manufacturers/dealers to submit price quotations for the above item with the following specifications:

SUPPLY AND DELIVERY OF TECHNICAL AND SCIENTIFIC EQUIPMENT (ADTECH)

Lot 1 - **Wire Binder Machine** ABC: Php 20,000.00  
Lot 2 - **Thermal Binding Machine** ABC: Php 20,000.00

- Please see attached request for quotation.

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 / Business 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**

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 (Sun), 0995-652-8136 (Globe) / Email: bacsec@mrc.pshs.edu.ph)** on **September 26 - October 03, 2018 from 8:00am – 5:00pm** without cost.

5. The **deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 02, 2018, 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 E. FALLAR**  
Administrative Officer V  
BAC Chairperson



## REQUEST FOR QUOTATION

Quotation No.:	<b>2018-09-PR136</b>
Date:	<b>19-Sep-18</b>

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.*

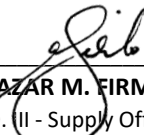
**DELIVERY WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (PO).**

*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
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
Lot 1	1	unit	<b>Wire Binder Machine</b>		
			Punch Capacity: 20 to 100 pages (80gsm) or 2.5mm		
			Binding Capacity: 120 to 300 pages or 30mm		
			Margins: 2.5/4.5/6.5mm		
			Paper Size: F4, A4, Letter, B5, A5, A3, etc		
			Hole Distance: 8.47mm		
			Hole Size: 4x4.. Square		
			Number of Holes: 40 holes all selectable pins		
			Electric or Manual		
			suplies included (100pcs wires)		
Lot 2	1	unit	<b>Thermal Binding Machine</b>		
			Binds up to 300 sheets		
			1-3 minute thermal binding cycle with 3-minute heat-up time		
			PTC heater		
			Binding wide: 320mm		
			Binding Thickness: 50mm		
			10mins stop heating function & 30 mins power off function		
			with binding handle		
			binding supplies included		
			<b>***Nothing Follows***</b>		
			<b>TOTAL</b>		

**DELIVERY TERM:** \_\_\_\_\_  
**DELIVERY TIME:** DELIVERY WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (PO).  
**PAYMENT TERM:** 30 Calendar Days Upon Receipt of Purchase Order (PO)

Very Truly Yours,

  
**ELIAZAR M. FIRMALO**  
 A. O. II - Supply Officer II

Mob. No.: 0933-3372203(Sun); 0995-6528136(Globe)

Email: bacsec@mrc.pshs.edu.ph

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

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No., Tel. No.: \_\_\_\_\_

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

**IMPORTANT**

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