

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM****REQUEST FOR QUOTATION FORM &  
NOTICE  
(GOODS)**

Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2023-07-117
Date :	July 17, 2023

Project:

**PROCUREMENT OF LATERAL FILING CABINETS FOR FAD OFFICES**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (Php120,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF LATERAL FILING CABINETS FOR FAD OFFICES.**

**TERMS OF REFERENCE:**

1. The Philippine Science High School - CALABARZON Region Campus (PSHS-CALABARZONRC) now invites qualified suppliers/dealers/manufactures to submit price quotations for the above-mentioned project with the following deliverables / scopes / specifications:

1.1 For the complete details of this project, please "ORDER" RFQ Form No. 2023-07-117 on the "ASSOCIATED COMPONENTS" link found on this posting;

1.2 Delivery and (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City

2. Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".

3. Interested suppliers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHS-CALABARZONRC c/o Mr. Edsel E. Espino (043) 724-6199; on July 19-July 24, 2023 from 9:00am – 3:00pm without cost and from [https:// www.philgeps.net](https://www.philgeps.net).

4. Upon submission of the RFQ, please attach the following documentary requirements:

- a. Mayor's Permit
- b. PhilGEPS Registration Number
- c. DTI or SEC Registration
- d. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn Statement may be submitted provided you will submit the notarized one after the award of contract.)
- e. BIR 2303/OCR Number

5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on July 24, 2023, 4:00pm. Suppliers are not required to attend the Opening of Quotations.

6. Send your RFQ with complete documentary requirements to [bac@cbzrc.pshs.edu.ph](mailto:bac@cbzrc.pshs.edu.ph) and address it to Kendra L. Inumerable, BAC Secretariat.

7. 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.

8. The PSHS-CALABARZONRC 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.



MARY ANGEL L. GAVINA

**BAC Chairperson**

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

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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 within 25 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 Suppl. 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>Supply and Delivery</b>					
1	6	PIECES	LATERAL FILING CABINET, 4-LAYERED		
			✓ MADE OF HIGH QUALITY COLD-ROLLED STEEL WITH SMOOTH PLAIN ENAMEL FINISH		
			✓ WITH FULL EXTENSION DRAWERS		
			✓ WITH ADJUSTABLE DRAWER PER DIVIDER		
			✓ HAS ANTI-TILT MECHANISM		
			✓ HAS ONE-CYLINDER LOCK WITH 2 PIECES OF KEYS		
			✓ COMPATIBLE WITH A4, LETTER AND LEGAL-SIZED DOCUMENTS		
NOTE: ITEMS ARE TO BE MOUNTED / DELIVERED ON THE SECOND FLOOR OF THE PSHS CALABARZON REGION CAMPUS ADMINISTRATION BLDG.					
TOTAL					

Delivery Term :	WITHIN 25 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASER ORDER
Delivery Time :	-
Payment Term :	WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,

  
**EDSEL B. ESPINO**  
 PURCHASER

Telephone: 043-779-8320 local 803

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

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

**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. : \_\_\_\_\_