

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.:	2024-07-129 (1)
Date :	July 8, 2024

Project:

**PROCUREMENT OF VARIOUS TEACHING SUPPLIES AND MATERIALS IN PREPARATION FOR THE
OPENING OF CLASSES AS WELL AS VARIOUS OFFICE SUPPLIES AND CONSUMBALES THAT NEEDS
RESTOCKING**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTY-THOUSAND ONE HUNDRED FIFTY-TWO PESOS ONLY (Php 60, 152.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF VARIOUS TEACHING SUPPLIES AND MATERIALS IN PREPARATION FOR THE OPENING OF CLASSES AS WELL AS VARIOUS OFFICE SUPPLIES AND CONSUMBALES THAT NEEDS RESTOCKING**

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. 2024-07-129 (1) on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Supply and delivery (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 12-17, 2024 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 17, 2024, 3:00pm. Suppliers are not required to attend the Opening of Quotations.
6. Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to SARHA A. BAUTISTA, 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.

Name of Company: _____
 Name of Representative: _____
 Mobile/Office Phone: _____
 Email Address: _____



ROMEO M. MADRONA
BAC Chairperson

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Address/ Contact Details: |Barangay Sampaga West, Batangas City

SIR/MADAM;

QuotationNo.:

2024-07-129 (1)

Date

July, 2024

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 _____ **Z O** _____ 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 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	UNITCOST	TOTAL COST
PRICES MUST BE Tax (VAT) INCLUSIVE Supply and Delivery					
CLUSTER 1					
1	2S	pieces	BALLPOINT PEN I6/LLPENJ, ORDINARY, 0.7mm writing thickness, color: blue		
2	12	pieces	BATTERY, DRY-CELL, type: alkaline, size: AA		
3	521	pieces	ENVELOPE, 00CUMINTARY, brown, for A4-sized documents		
4	8	boxes	INDEX TAB, clear, transparent, self-adhesive, 8 sheets/box		
5	142	packs	PAPER, SPECIALTY, 90-120gsm, size: M1210 x 297mm, color: white or pale cream, 10 sheets/pack		
6	30	packs	FILE TAB DIVIDER, bristol board, size: legal/long, 8 sheets/pack		
7	100	pieces	DATA FOLDER, made of 2.5mm thick chipboard covered with leatherette paper, with 3" spine and 2-hole steel filing mechanism on the side, size: legal/long, orientation: horizontal, color: royal blue		
8	8	bottles	STAMP PAD INK, color: purple or violet, at least 50ml per bottle		
9	10	pieces	RULER, transparent plastic material, 100-450mm long		
10	2	pieces	STAPLER WITH STAPLE REMOVER, standard-type, uses 26/6 (No. 53) staples		
11	4	pieces	FLASH DRIVE, plug and play, capable via USB 2.0 or 3.0, at least 16GB storage capacity, brand must be engraved, embossed or printed on the item		
12	21	cans	DISINFECTANT SPRAY, aerosol-type, at least 100 grams net weight		
13	9	cans	INSECTICIDE SPRAY, aerosol-type, at least 600ml net content		
CLUSTER 2					
1	1	pieces	ERASER, for pencil markings, plastic or rubber		
2	31	boxes	PAPER CLIP, plastic coated, size: 33mm (1.25 inches)		
3	61	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: black		
4	54	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: blue		
5	57	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: red		
<i>see continuation on the next page</i>					
TOTAL					

Delivery Term : Within 20 calendar days after the receipt of Purchase Order

Delivery Time : 9:00am - 3:00pm, Monday to Friday except on Holidays

Payment Term : Within 15-45 calendar days after the completed delivery of procured goods and/or service/s

Very truly yours,


EDSENE E. ESPINO
PURCHASER

Authorized Company Representative :

Telephone: 043-779-8320 local 803

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

(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.J.N.

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<small>(Lilifilr Z [c1l.flinuctifl.n/</small>					
6	46	pads	NOTE PAD, STICK-ON, size-1 x3inches 176 x /6mm, 1D0sheets/pad		
7	26	pads	NOT[PAD, STICK-ON, size: 3 x Sinches1/6 x 12/mml, 100sheets/pad		
8	44	pieces	SIGN PEN, G[L-TYPE, 0.5mm needle Hp, color: black		
9	52	pieces	SIGN PEN, G[L-TYP[, 0.5mm needle tip, color:blue		
10	3)	pieces	SIGN PEN. GEL-TYPE, 0.5mm needle tip, color: red		
11	54	pieces	SIGN PEN, GEL-TYPE, 0.)mm needle tip, color: green		
12	45	rolls	TAPE, OOUBLE-ADiESIVE.TISSUE-TYPE. width: 2 mm, length: at least 10meters		
13	58	pieces	MARKER, WIIT[OO\RD, felt-tip, bullet-type, refillalJle, color: black		
11,	51	pieces	MARKER, WIHITEBO\RD. felt-tip. bullPt-type, refillable. color: blue		
15	1,7	pieces	MARKER, WIHHBOARD. felt-tip, bullrt-type, refillable, colm: red		
TOTAL					

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