

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM			REQUEST FOR QUOTATION FORM & NOTICE		
			GOODS		
Office/Campus:		PHILIPPINE SCIENCE HIGH SCHOOL-ZAMBOANGA REGION CAMPUS			
Address/Contact Details:		Cogon, Dipolog City			

GENTLEMEN:

Quotation No.:

2020-07-0149

Date:

July 14, 2020

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 \_\_\_\_\_ 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><u>PRICES MUST BE Tax (VAT) INCLUSIVE</u></b>		
			<b>Supply and Delivery of Office Supplies and Materials</b>		
1	2	pc	NAME STAMP (Self-inking stamp)		
2	8	bottle	STAMP PAD INK, purple or violet		
3	25	pack	CARTOLINA, assorted colors		
4	15	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
5	15	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
6	15	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
7	10	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
8	27	jar	GLUE, all purpose, gross weight: 200 grams min		
9	10	box	STAPLE WIRE, for heavy duty staplers, (23/13)		
10	5	box	STAPLE WIRE, STANDARD, (26/6)		
11	5	roll	TAPE, MASKING, width: 24mm (±1mm)		
12	5	roll	TAPE, MASKING, width: 48mm (±1mm)		
13	5	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
14	3	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
15	8	piece	RULER, plastic, 450mm (18"), width: 38mm min		
16	20	box	File boxes (long) with cover		
17	10	box	Paper clip (plastic colored) jumbo 50 mm		
18	20	piece	Signing Pen (fine tech 0.3)		
19	10	box	Paper fastener (plastic colored)		
20	100	piece	Folder (paper) long white		
21	500	piece	Expanding long envelope (brown-garter)		
22	6	pack	STICKY ADHESIVE HIGHLIGHTER INDEX TAB FLAGS		
23	25	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)		
24	25	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
25	30	piece	DATA FILE BOX, made of chipboard, with closed ends		
26	30	piece	DATA FOLDER, made of chipboard, taglia lock		
27	300	piece	Brown Envelope (Long)		
28	2	piece	ERASER, FELT, for blackboard/whiteboard		
29	2	set	FILE TAB DIVIDER, bristol board, for A4		
30	10	piece	MARKER, whiteboard, black, felt tip, bullet type		
31	20	piece	MARKER, PERMANENT, bullet type, black		
32	2	piece	Paper Cutter		
33	1	piece	DATING AND STAMPING MACHINE, heavy duty		
34	5	piece	PUNCHER, paper, heavy duty, with two hole guide		
35	5	pair	SCISSORS, symmetrical, blade length: 65mm min		
36	4	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
37	3	unit	CALCULATOR, compact, 12 digits		
38	10	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size		
39	10	pack	Photo Paper (Legal size)		
40	50	pack	Certificate Paper (Pale Cream, 8.5x13) 200gsm		
41	50	pack	Certificate Paper (Pale Cream, 8.5x11) 200gsm		
42	35	piece	Certificate Holder (A4)		
43	1	piece	stapler with remover		
44	25	pack	Paper Sticker (Short)		
Approved Budget: Php. 57,990.00					
Delivery Term		within 7 days			
Delivery Time		8:00 am to 5:00 pm			
Payment Term		within 30 days			

Very truly yours,

RRYAM A. JARALVE

BAC Chairperson

Authorized Company Representative :

(Signature Over Printed Name)

Company Name :

Address :

Telephone nos. :

T.I.N. :

IMPORTANT

1. Prices must be written clearly.

2. If offering a substitute/equivalent, specify the brand and make.

PSHS-00-F-PRU-06-Ver02-Rev0-02/01/2020