

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	

Quotation No.: **2020-09-0177**
Date: **September 1, 2020**

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 _____ working days upon receipt of approved Purchase Order (PO).

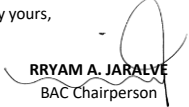
In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>					
Supply and Delivery of Office Supplies					
1	140	piece	Marker white board bullet type, black		
2	1	can	Furniture Cleaner, Aerosol Type, 300 ml min per can		
3	1	piece	Mop Head. Made of rayon, weight: 400 grams min		
4	1	piece	Philippine national flag		
5	10	piece	Stapler Standard Type load cap: 200 Staples min		
6	1	unit	Calculator, Compact, Electronic 12 digits cap		
7	15	box	Clip Backfold all metal clamping 25mm (1-mm)		
8	1	tube	Cutter blade for heavy duty cutter		
9	50	box	Data file box, made of chipboard , with closed ends		
10	5	box	Fastener metal 70 mm between prongs		
11	1	box	Folder pressboard size; 240mm x 370mm (-5mm)		
12	5	jar	Glue All purpose, gross weight: 200 grams min		
13	3	set	Marker Fluorescent 3 assorted color per set		
14	3	piece	Marker white board bullet type, black		
15	5	pad	Note pad, Stick on, 76mm x 100mm (3" x 4")		
16	1	piece	Pencil Sharpener manual single cutter head		
17	5	box	Paper clip, vinyl/plastic coat, length:32 mm min		
18	3	box	Rubber band, 70mm min lay flat length (#18)		
19	1	pair	Scissors symmetrical,blade length: 65mm min		
20	1	bottle	Stamp pad Ink, purple or violet		
21	5	roll	Tape masking width: 24mm		
22	5	roll	Tape masking width: 48mm		
23	20	box	Envelop, Documentary for A4 size document		
24	50	ream	Paper copy 70 gsm (long)		
25	4	piece	Staple remover , Plier type		
26	30	bundle	Cartolina, Assorted Colors,78gsm min		
27	45	pad	Note pad, Stick on, 50mm x 76mm (2"x3")min		
28	45	pad	Note pad stick on 76mm x 100mm (3"x4") min		
29	45	pad	Note pad stick on 76mm x 76mm (3"x3") min		
30	30	pack	Paper, parchment size:210 x 297mm, multi-purpose		
31	50	jar	Glue All purpose, gross weight: 200 grams min		
32	35	set	File Tab Divider, Bristol board, for A4		
33	35	set	File Tab Divider, Bristol board, for Legal		
34	35	pair	Scissors symmetrical,blade length: 65mm min		
35	1	pack	Folder, with Tab, LEGAL		
TOTAL					

Approved Budget: Php. 55,288.00

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

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Authorized Company Representative : _____
(Signature Over Printed Name)

Company Name : _____
Address : _____
Telephone nos. : _____
T.I.N. : _____

<p>IMPORTANT</p> <p>1. Prices must be written clearly.</p> <p>2. If offering a substitute/equivalent, specify the brand and make.</p>
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