

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.:

2020-10-0211

Date:

October 28, 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>		
	39	pc.	BALLPEN, Black, Smooth Ink, 0.5		
	15	pc.	BALLPEN, Blue, Smooth Ink		
	3	pack	BATTERY AA, 4pcs/pack		
	3	pack	BATTERY, AAA, 4pcs/pack		
	5	box	BINDER CLIPS, big		
	5	box	BINDER CLIPS, medium		
	165	ream	BONDPAPER, MULTICOPY, A4, 70 gsm		
	26	ream	BONDPAPER, MULTICOPY, Legal, 70 gsm		
	11	ream	BONDPAPER, MULTICOPY, Letter, 70 gsm		
	70	pc.	BROWN ENVELOPE (A4)		
	180	pc.	BROWN ENVELOPE (long)		
	5	pc.	CALCULATOR, MX-12B, 12-digits		
	1	pc.	CUTTER, can cut up to A3 size bondpaper		
	65	pc.	DOCUMENT KEEPER/FILER, long, red		
	172	pc.	EXPANDABLE LONG ENVELOPE, garter		
	122	pc.	EXPANDABLE LONG FOLDER, green		
	11	pc.	FASTENER, plastic-coated, 70mm between prongs		
	400	pc.	Folder (paper) long white		
	30	pc.	FOLDER, A4, white/brown		
	6	pc.	GLUE, 130g		
	1	pc.	HEAVY DUTY STAPLER (23/17 & 23/10 staple sizes compatible)		
	5	pc.	HIGHLIGHTER PEN		
	16	pc.	MARKER, PERMANENT, bullet type, black		
	8	box	PAPER CLIP, vinyl/plastic coat, length: 33mm min		
	8	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min		
	3	pc.	PILOT INK REFILL, black		

1	pc.	PUNCHER, paper, heavy duty, with two hole guide		
10	pc.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		
13	pc.	POST-IT, arrow-like form		
13	pc.	POST-IT NOTE, 4" X 3"		
18	pc.	POST-IT NOTE, 3" x 3"		
13	pc.	POST-IT NOTE, 2" x 3"		
1	ream	PVC COVER (A4)		
2	pc.	"RECEIVED" Stamp (Self-inking stamp)		
1	pc.	"RELEASED" Stamp (Self-inking stamp)		
7	pc.	RING, for binding, 1/2"		
7	pc.	RING, for binding, 1"		
3	pc.	SCISSORS		
30	pc.	SIGNING PEN, black liquid gel, 0.3		
10	pc.	STAPLE WIRE (#35)		
2	pc.	STAPLER, STANDARD TYPE (for #35 staple wire)		
2	pc.	STAPLE REMOVER, PLIER-TYPE		
2	pc.	STAMP PAD (Blue)		
20	pc.	STICKER PAPER (A4)		
10	pc.	STORAGE BOX, with lid, legal, maroon		
25	pc.	STORAGE BOX, with lid, legal, blue		
18	pc.	TAPE, MASKING, width: 24mm (±1mm)		
32	pc.	TAPE, MASKING, width: 48mm (±1mm)		
20	pc.	TAPE, PACKAGING, width: 48mm (±1mm)		
32	pc.	TAPE, TRANSPARENT, width: 24mm (±1mm)		
18	pc.	TAPE, TRANSPARENT, width: 48mm (±1mm)		
2	box	WHITE MAILING ENVELOPE, long		
		<i>Note : To include delivery to PSHS-ZRC in Cogon, Dipolog City</i>		
			TOTAL	

Approved Budget: Php. 120,429.00

Delivery Term within 5 days from PO date

Delivery Time 8:00 am to 5:00 pm

Payment Term within 30 days

Very truly yours,

(Sgd.) RRYAM A. JARALVE
BAC Chairperson

Authorized Company
Representative :

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

(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.