



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/Campus:	PHILIPPINE SCIENCE HIGH SCHOOL – OFFICE OF THE EXECUTIVE DIRECTOR
Address/Contact Details:	AGHAM ROAD, DILIMAN, QUEZON CITY 8939-7747

Quotation No:	2023-03-Q047
Date:	21 March 2023

PROJECT:

SUPPLY, DELIVERY AND PRINTING OF POLO SHIRTS AND TSHIRTS FOR THE SCIENCE RESEARCH SUMMIT 2023

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM – OED intends to apply the sum of **SIXTY THOUSAND AND 00/100 PESOS (₱60,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the project **SUPPLY, DELIVERY AND PRINTING OF POLO SHIRTS AND TSHIRTS FOR THE SCIENCE RESEARCH SUMMIT 2023**

TERMS OF REFERENCE:

1. The PSHSS-OED now invites suppliers/manufacturers/dealers to submit price quotations for the above item/s with the stated specifications in the Request for Quotation.
2. Suppliers/manufacturers/dealers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHSS-OED c/o Ms. Erica Antonio, on **March 21 to March 24, 2023 from 8:00 AM to 5:00 PM** without cost and/or from <https://notices.philgeps.gov.ph/> (for ABCs above 50,000)
3. Don't leave item/s in blank. Put zero (0) if the item being offered is free. Otherwise, it is an incomplete bid; thus, your bid is disqualified.
4. Partial bid is not allowed.
5. Kindly submit the following documents for accreditation together with the accomplished Request for Quotation Form: **(1) 2023 Mayor's/Business Permit (2) PhilGEPS Registration Number (3) Income/Tax Return (for ABCs above 500,000) and (4) Omnibus Sworn Statement (for ABCs above 50,000)**
6. The deadline for submission of a duly accomplished RFQ Form (Open or Sealed) is on **March 24, 2023 at 9:00 am**. Suppliers are not required to attend the Opening of Quotations.
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 Republic Act 9184 and its revised Implementing Rules and Regulations.
8. The PSHSS-OED 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(s).


ROD ALLAN A. DE LARA
BAC Chairperson



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SIR/MADAM:

Quotation No:	2023-03-Q047
Date:	21 March 2023

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: Seven (7) calendar days from receipt of Purchase Order

In case of failure to make the full delivery/completion within the time specified as 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 PO/Contract.

ITEM #	QUANTITY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE TAX (VAT) INCLUSIVE					
<i>Please indicate the Unit Cost per item</i>					
SUPPLY, DELIVERY AND PRINTING OF POLO SHIRTS AND TSHIRTS FOR THE SCIENCE RESEARCH SUMMIT 2023					
1	90	pieces	Polo Shirt, with collar - Color: Blue - Material: Honeycomb - Full Color Silk Screen print front and back - SRS logo in front, upper left portion - Text in back, top portion: DOST PSHSS <i>Please see sample layout.</i>		
2	160	Pieces	Round neck shirt - Color: Light blue - Material: cotton - Full color silk screen print front and back - Text and SRS logo in front, chest area - Text and logo in back, top portion: DOST PSHSS <i>Please see sample layout.</i>		
<i>--- nothing follows ---</i>					
Delivery Term:			Seven (7) calendar days from receipt of Purchase Order		
Delivery Time:			Office Hours (8:00 am to 5:00 pm) Monday to Friday		
Payment Term:			After delivery/completion and upon inspection and acceptance of goods/services or completion of submission of supporting documents, e.g. Billing, in accordance with existing government accounting rules and regulations.		

Very truly yours,



ROD ALLAN A. DE LARA
BAC Chairperson

Authorized
Company
Representative: _____
Company Name: _____
Address: _____

IMPORTANT

1. Prices must be typewritten in ink clearly.
2. If offering a substitute/equivalent, specify the brand and make.

Telephone Number: _____

T.I.N: _____



