

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.:	2022-12-206
Date :	December 19, 2022

Project:

**BLACK AND WHITE MULTI-FUNCTION PRINTERS OF THE CURRICULUM AND INSTRUCTION
DIVISION OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED SEVENTY THOUSAND PESOS ONLY** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **BLACK AND WHITE MULTI-FUNCTION PRINTERS OF THE CURRICULUM AND INSTRUCTION DIVISION OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

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. 2022-12-206 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 December 21-December 26, 2022 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
 - f. Business/Income Tax Return (Stamped 'RECEIVED')
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on December 26, 2022 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, Member, 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.



MARY ANGEL L. GAVINA

BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL

CAMPUS: CALABARZON RC

ROUTING SLIP

Date: 13/ DEC / 2022

For/ To: MVF, AEA, CRM, MPP, JMA1

Subject: TERMS OF REFERENCE FOR THE BLACK & WHITE MULTIFUNCTION PRINTERS OF THE ACTION CURRICULUM & INSTRUCTION DIVISION OF PSHS CALABARZON RC

Other instructions (please specify)

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date:

From: DM

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION	
<input type="checkbox"/> FAD	<input type="checkbox"/> SSD
<input type="checkbox"/> CID	<input checked="" type="checkbox"/> OCD
	<input type="checkbox"/> QMSO

REFERENCE NO.: 171-2022-011
 DATE: 12/13/22

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
Dim / MVF	TERM OF REFERENCE FOR THE BLACK & WHITE MULTI-PINCHER PRINTERS OF THE CURRICULUM & INSTRUCTION DIVISION OF RSHS CALABARZON	CREATED & FORWARDED TO MVF FOR APPROVAL	[Signature]	12/13/22
MVF	-do-	Signed TOR; forwarded to BMU	[Signature]	12/14/22
FEA	-do-	Signed & forwarded to CMM	[Signature]	12/19/22
Dim	do	signed	[Signature]	12/14/22
MPP	-do-	JDR, PA	[Signature]	12/15/22
CCO	-do-	signed;	[Signature]	12/16/22
LEA	REQ, PA & TOR	- prepared & fwd to BAC	[Signature]	12/19/22
SAB	-do-	RFR Notice for posting	[Signature]	12-20-2022

TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE
(GOODS)

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.:

2022-12-206

Date :

December 19, 2022

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 15 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	UNIT COST	TOTAL COST
			PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY & DELIVERY		
1	2	UNITS	Black and White (B&W) Multi-function Copier/Printer/Scanner with one (1) tray, one (1) bypass tray automatic duplex copy, electronic sorting and USB printing		
			General:		
			Functions: Print, Scan, Copy		
			Warm-up Time: 31 seconds		
			First Output Time: 8.8 seconds		
			Continuous Output Speed: 20 pages per minute		
			Memory: Standard: 256 MB		
			Power Source: 220-240V, 50/60z		
			COPIER:		
			Copying process: Laser beam scanning & Electro photographic printing		
			Multiple Copying: Up to 99 copies		
			Resolution: Up to 600dpi		
			Zoom: From 50 to 200%		
			PRINTER:		
			Printer Language: Standard: GDI		
			Resolution: 600 dpi		
			Interface: Standard: USB 2.0		
			Option: Ethernet Base 10 base-T/100 baseTX (DDST Unit)		
			Network Protocol: TCP/IP (IP v4)		
			UNIX Environments: OPEN SUSE (KDE & Gnome): v12.1 Ubuntu (Unity): v12.04 RedHat: v6.		
			SCANNER:		
			Scanning Speed:		
			Colour: Maximum 6 originals per minute		
			Black & white: Maximum 15 originals per minute		
			Resolution: Up to 600 dpi		

Delivery Term : WITHIN 15 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER

Delivery Time : _____
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,


EDSEL E. ESPINO
PURCHASER

Authorized Company
Representative : _____

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

(Signature Over Printed Name)

IMPORTANT

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

Company Name : _____
Address : _____

Telephone nos. : _____
T.I.N. : _____

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUSFund Cluster: 1101101

Office/Section : <u>IT4</u>		PR No.: <u>2022-12-206</u>	Date: <u>December 19, 2022</u>		
		Responsibility Center Code: <u>19-016-09-00014-02</u>			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<u>1</u>	Unit	Black and White (B&W) Multi-function Copier/Printer/Scanner with one (1) tray, one (1) bypass tray, automatic duplex copy, electronic sorting and USB printing General: Functions: Print, Scan, Copy Warm-up Time: 31 seconds First Output Time: 8.8 seconds Continuous Output Speed: 20 pages per minute Memory: Standard: 256 MB Power Source: 220-240V, 50/60z COPIER: Copying process: Laser beam scanning & Electro photographic printing Multiple Copying: Up to 99 copies Resolution: Up to 600dpi Zoom: From 50 to 200% PRINTER: Printer Language: Standard: GDI Resolution: 600 dpi Interface: Standard: USB 2.0 Option: Ethernet Base 10 base-T/100 baseTX (DDST Unit) Network Protocol: TCP/IP (IP v4)	<u>2</u>	<u>85,000.00</u>	<u>170,000.00</u>

Purpose: CID Office teachers and staff used

Signature :

Printed Name

Designation :

Requested by:

BEVERLY ANNI. MARASIGANInformation Systems Analyst

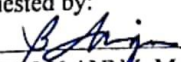
Approved by:

JOSE M. ANDAYA, D.T.CAMPUS DIRECTOR

PURCHASE REQUEST

Office/Section : 1TU		PR No.: 2022 - 12 - 206	Fund Cluster: 1101101		
		Responsibility Center Code : 19-014-09-COON-02	Date: December 19, 2022		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1		<p>UNIX Environments: OPEN SUSE (KDE & Gnome): v12.1 Ubuntu (Unity): v12.04 RedHat: v6.</p> <p>SCANNER: Scanning Speed: Colour: Maximum 6 originals per minute Black & white: Maximum 15 originals per minute Resolution: Up to 600 dpi Bundled Drivers: TWAIN, SANE, Network TWAIN (option) Interface: Standard: USB 2.0 Option: Ethernet 10-base-T/100 base-TX (DDST Unit) File Format: TIFF, JPEG, PDF Scan to: Email/Folder (option)</p> <p>PAPER HANDLING: Recommended Paper Size: Standard Paper Tray(s): A3, A4, A5 Bypass Tray: A3, A4, A5, A6 Paper Input Capacity: Standard: 350 sheets Maximum: 1,350 sheets</p> <p>Paper Output Capacity: Standard: 250 sheets</p> <p>Inclusive: Inclusive: cartridge Toner developer Steel Cabinet</p> <p>Note: 1. Certificate of the availability of the components/parts of the projector in 5 years from the date of purchase shall be submitted by the supplier. 2. The supplier shall provide 1 year warranty for the parts and services of the procured LCD Projector. 3. The expected date of delivery is 15 working days upon receipt of purchase order.</p>			

Purpose: CID Office teachers and staff used

Requested by:

 BEVERLY ANNI. MARASIGAN
 Information Systems Analyst

Approved by:
 JOSE M. ANDAYA, D.T.
 CAMPUS DIRECTOR



TERMS OF REFERENCE FOR THE BLACK AND WHITE MULTI-FUNCTION PRINTERS OF THE CURRICULUM AND INSTRUCTION DIVISION OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

I. Background

The Philippine Science High School is mandated by the government to provide secondary education with emphasis on science and technology with the aim of preparing its students for STEM-related careers. The curriculum was design to equip students with the knowledge, skills, and attitude that are deemed to be essential in preparing for a STEM-related career. This aim is realized when instruction is aided with appropriate supplies and equipment.

II. Rationale

Curriculum and Instruction Division (CID) of the campus continues its part in the holistic growth of our scholar. Appropriate ICT Equipment such as Black and White (B&W) multi-function printers for its continuing function are very essential for educators to provide learning more accessible and engaging. 66 teachers and 5 staff in CID will share on the printers to be procured, therefore, it is appropriate to procure more than 1 high-end printer.

III. Scope and Specifications

The supplier should be able to provide the Black and White (B&W) Multi-function Printers which include the following minimum specifications.

Qty	Unit	Item Description	Unit Cost	Cost
2	units	<p>B&W Multi-function Copier/Printer/Scanner with one (1) tray, one (1) bypass tray, automatic duplex copy, electronic sorting and USB printing</p> <p>General: Functions: Print, Scan, Copy Warm-up Time: 31 seconds First Output Time: 8.8 seconds Continuous Output Speed: 20 pages per minute Memory: Standard: 256 MB Power Source: 220-240V, 50/60z</p> <p>COPIER:</p>	P85,000.00	P170,000.00



	<p>Copying process: Laser beam scanning & Electro photographic printing</p> <p>Multiple Copying: Up to 99 copies</p> <p>Resolution: Up to 600dpi</p> <p>Zoom: From 50 to 200%</p> <p>PRINTER: Printer Language: Standard: GDI</p> <p>Resolution: 600 dpi</p> <p>Interface: Standard: USB 2.0 Option: Ethernet Base 10 base-T/100 baseTX (DDST Unit)</p> <p>Network Protocol: TCP/IP (IP v4)</p> <p>Windows Environments: Windows Vista, Windows 7, Windows 8/ 8.1, Windows 10, Windows11, Windows Server 2003, Windows Server 2003R2, Windows Server 2008, Windows Server 2008R2, Windows Server 2012R2</p>		
	<p>UNIX Environments: OPEN SUSE (KDE &G nome): v12.1 Ubuntu (Unity): v12.04 RedHat: v6.</p> <p>SCANNER: Scanning Speed: Colour: Maximum 6 originals per minute Black & white: Maximum 15 originals per minute</p> <p>Resolution: Up to 600 dpi</p> <p>Bundled Drivers: TWAIN, SANE, Network TWAIN (option)</p> <p>Interface: Standard: USB 2.0 Option: Ethernet 10-base-T/100 base-TX (DDST Unit)</p> <p>File Format: TIFF, JPEG, PDF</p>		



	<p>Scan to: Email/Folder (option)</p> <p>PAPER HANDLING: Recommended Paper Size: Standard Paper Tray(s): A3, A4, A5 Bypass Tray: A3, A4, A5, A6</p> <p>Paper Input Capacity: Standard: 350 sheets Maximum: 1,350 sheets</p> <p>Paper Output Capacity: Standard: 250 sheets</p> <p>Inclusive: cartridge Toner developer Steel Cabinet</p>		
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1. Certificate of the availability of the components/parts of the projector **in 5 years** from the date of purchase shall be submitted by the supplier.
2. The supplier shall provide **1 year warranty** for the parts and services of the procured LCD Projector.
3. The expected date of delivery is **15 working days** upon receipt of purchase order.

IV. Approved Budget for Contract

The approved budget for the procurement of Black and White Multi-function Printer for Curriculum and Instruction Division is **One-Hundred Seventy-Thousand Pesos Only (P170,000.00)**.

V. Evaluation and Selection of Criteria

The Mode of procurement shall be "NP - Small Value Procurement" pursuant to 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

The PSHS-CBZRC will not provide advance payment. Full payment shall be made 15 - 30 days after delivery.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Prepared by:

Recommending Approval:

B. Ann
BEVERLY ANN I. MARASIGAN
Information Systems Analyst II

Mabelle V. Furto
MABELLE V. FURTO
Chief, Curriculum and Instruction
Division

Certified funds available:

Arnel E. Aguilá
ARNEL E. AGUILA
Budget Officer II

Crispina Rowena M. Maquimot
CRISPINA ROWENA M. MAQUIMOT
Accountant II

**Actual utilization/disbursement
out of the cash allocation shall be
subject to the existing budgeting, accounting,
and auditing rules and regulations**

Recommending Approval:

Ma. Theresa F. Pagulayan
MA. THERESA F. PAGULAYAN
Chief, Finance and Administration Division

Approved:

Jose M. Andaya, D.T.
JOSE M. ANDAYA, D.T.
Director III